

POSITION DESCRIPTION**CLERICAL SUPPORT**

Human Resources
Administrative Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Clerical Support

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt in the Fiscal Department. The incumbent has responsibility for providing a variety of clerical support to Fiscal staff.

The incumbent reports to the Director of Fiscal Services and performs duties by proceeding alone under standard practices and referring questionable situations to the on-site Fiscal staff. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies.

The essential functions of this job are starred below (*) under "Major duties."

Major duties are assigned in keeping with the goals and mission of the program. In general, transitional employment workers working in Fiscal Services, are expected to:

1. *Support Fiscal staff by completing miscellaneous clerical tasks such as data entry, copying, faxing, filing, sorting mail, etc.
2. *Maintain a pleasant, professional demeanor while completing tasks.
3. *After training, be able to complete tasks independently.
4. *Be reliable in attendance and in completion of tasks.
5. Be willing to ask questions as appropriate.

ADMINISTRATIVE PERFORMANCE EVALUATION STANDARDS

This position is evaluated according to the Administrative Performance Evaluation Standards.

POSITION LOCATION:

Region Ten Community Services Board
502 Old Lynchburg Road
Charlottesville, VA 22903

POSITION ORGANIZATION CHART

Director Fiscal
|
Clerical Support

GRADE: 4

Position Description Updated: May 16,2018

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date