



Oregon Coast Community Action
1855 Thomas Avenue, Coos Bay, OR 97420
(541) 435-7090
hr@orcca.us

Job Title:	Office Clerk	Reports to:	CASA Director
Program:	Court Appointed Special Advocates	Staff Supervised:	None
Location:	Coos Bay, Oregon	Date Posted:	12/13/18
Pay Rate:	\$10.50 - \$12.00	Posting Expires:	12/26/18
Classification:	Part-Time, Non-Exempt 18-22/hrs Week	Revised:	December 11, 2018
HR Contact	541-435-7090 hr@orcca.us	Agency:	Oregon Coast Community Action

External Applicants:

Please submit an employment application, cover letter and resume on our website, www.orcca.us or to hr@orcca.us.

Internal Applicants:

Please submit a letter of interest and resume to hr@orcca.us.

Job Description

PRIMARY PURPOSE:

Work closely with CASA staff by providing support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties assigned to this job include, but are not limited to, the following examples.)

- Purchasing office supplies, writing purchase orders, handling and documentation of petty cash
- Organizing and maintaining file room
- Scanning/faxing/coping as requested
- Shredding of confidential documents (after review of Director)
- Office cleaning (vacuum, bathroom, conference room, wastebaskets, etc.)
- Securing meeting spaces as needed

DATA ENTRY/DOCUMENT HANDLING

- Performs data entry using word processing, spreadsheet or database commands and formats material as required.
- Enters, revises and/or combines materials such as court information, case information, and CASA information.
- Reviews discrepancies in data received, requests clarification or advises supervisor of issues related to data and performs data verification routines in accordance with company procedures.
- Interacts with departmental and other staff on matters affecting data and publications flow and makes recommendations for improvement or enhancement to job processes to ensure standards in data entry, collection and retrieval

VOLUNTEERS

- Tracking annual reviews, scheduling and follow-up
- Downloading outside documents and disseminating to staff and volunteers
- Filing and maintenance of volunteer records and child case records
- Sending notification of meetings, training, and appointments as needed.

OTHER

- Prepare and distribute monthly calendar, and monthly newsletter for staff and volunteers
- Submission of Facebook and Website articles to Development staff.
- Computer/Copier – backups, maintenance and troubleshooting with IT staff

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- High School Diploma; or equivalent required
- Effective oral and written communication skills
- Skill in presenting and analyzing technical and statistical information clearly and concisely
- Ability to operate Windows based programs, and all available office equipment
- Ability to learn new procedures
- Ability to handle multiple tasks, public contact and work in a team atmosphere under tight constraints
- Ability to research and analyze information develop valid recommendations and reports
- Ability to sit in meetings for as long as four hours at a time.

INDIVIDUAL AND TEAM EXPECTATIONS

- Attend staff meetings, center meetings, and/or other workshops/meetings as notified (May be off site)
- Maintain a positive attitude regarding ORCCA and all its programs.
- Model behaviors that demonstrate an understanding, acceptance and welcoming of diversity
- Maintain respect and positive communication.
- Maintain confidentiality of client and staff information.
- Maintain open, two-way communication with staff
- Accept suggestions and guidance from supervisor and other management staff
- Seek feedback on job performance and evaluate suggestions and guidance to incorporate in performance
- Commit to further training. Develop an individual training plan using program tools, as appropriate.
- Communicate with supervisor regarding any needed changes or concerns with work schedule.
- Adhere to agency procedures as a mandated child abuse reporter
- Ability to perform the job with or without reasonable accommodations

WORK ENVIRONMENT

- Geographic Area: Coos and Curry Counties
- May lift items up to 51 pounds with or without reasonable accommodations.
- Access to indoor office, in a climate-controlled environment; may not have access to sunlight.
- Regular walking, sitting, driving, and standing for prolonged periods of time.
- Occasional events outside of the office at irregular hours will be required.

OTHER

- A current Oregon Driver's License is required.
- Proof of automobile liability insurance @ \$100,000/300,000 liability limits and maintain such limits.
- Reliable transportation for getting to work.
- Regular Attendance is required for this position
- Must be free from illegal drugs, may be subject to suspicion testing

Supervisor Printed Name

Date

Supervisor Signature

Employee Printed Name

Date

Employee Signature

NOTE: The specific statements reflected in each section of this position description are not intended to be all-conclusive, but rather the basic elements and criteria considered being necessary in order to satisfactorily perform the duties associated with the position.

Oregon Coast Community Action is an Equal Opportunity Employer.

Please inform Human Resources at 541-435-7090 or hr@orcca.us if you require an accommodation in order to participate in the application process. Apply online at: www.orcca.us