



## CORNFIELDS CHAPTER JOB VACANCY ANNOUNCEMENT

DATE POSTED 03/07/2024

CLOSING DATE: 03/22/2024

POSITION TITLE: Office Specialist

DEPARTMENT NAME/WORKSITE: Cornfields Chapter

WORK DAYS: Monday – Friday REGULAR FULL

WORK HOURS: 8:00 am – 5:00 pm PART TIME  \$ 29,660.80 PER ANNUM

\$ 14.26 PER HOUR

### **DUTIES AND RESPONSIBILITIES:**

Under the general supervision of Chapter Manager, performs varied clerical and secretarial duties of average difficulty, such as screening telephone calls and transferring to appropriate personnel, receiving visitors, handle routine requests and questions from the public and logging in/out incoming correspondences. Performs a variety of complex office/clerical support duties related to work unit, which require a thorough knowledge of complete and specialized functions. Design posters/brochures, prepare quarterly & annual reports, statistician reports and calculations of the data. Prepares photo copies and facsimiles, prepare and process procurement office forms and related purchase requisition for office supplies. Monitor and maintain office supplies, inventory equipment and furniture. Obtain price quotes for supplies through vendors, with established limits, obtain appropriate signatories. Assist Cornfields Chapter in operation of the ARPA program with developing reports, managerial duties. Assist with administrative tasks associated with ARPA funding.

### **QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

#### **Minimum Qualifications:**

- A high school diploma/GED; one (1) year of general office or related experience; or an equivalent combination of education and experience.

#### **Special knowledge, Skills and Abilities:**

Knowledge of applicable policies, practices and procedures related to work assignment.

Knowledge of basic clerical/office support practices and procedures.

Knowledge of a variety of computer software, word processing, database, and spreadsheet applications.

Skill in preparing a variety of records, reports, correspondence using standard computer software.

Skill in operating office equipment, including computer programs.

Skill in following oral and written instructions.

Skill in English composition, grammar, and punctuation.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed in a typical office environment.