

JOB POSTING ANNOUNCEMENT

March 1, 2017

POSITION: Clerical/Office Support (Contract Worker)

WORK LOCATION: Newton

CONTRACT TERM: July 1, 2016 through June 30, 2017

MINIMUM PAY: \$10.00 per Hour/No Benefits

RESPONSIBILITIES: The work involves the orderly processing of papers and performance of routine work supporting a small agency or satellite office. Within a framework of procedures, regulations, precedents, and instructions, the incumbent processes and maintains the records and written materials which represent the transactions or business of the office served. Examples of work include, but are not limited to: Receives/routes office visitors/telephone calls to the appropriate destination or individual; performs verifying or recording tasks which require the ability to make mathematical computations such as adding, subtracting, multiplying, and dividing; handles outgoing/incoming mail; weighs and addresses mail for proper routing; may orders supplies and forms; gathers routine, factual information regarding clients and enters it into the computer, where available, to begin the process of determining initial or on-going eligibility; provides routine, factual information to persons within or outside the agency over the telephone, through personal contact, or by correspondence; maintains a filing system for classifying, retrieving, and disposing of such materials as correspondence, tapes, records, reports, and other documents; types tabular, numerical, or single item entries onto cards, forms, form letters, or similar pre-structured documents requiring accuracy to ensure proper recording and transfer of factual information; monitors paperwork and handles transcription turn around time regarding transcriptionists and physicians; transport patients; performs related or similar duties as required or assigned. Prior experience in the mental health field preferred.

QUALIFICATIONS: **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

Education:

Graduation from a standard four-year high school or equivalent GED or High School Equivalency Diploma).

AND

Experience:

Three (3) years of experience related to the described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.