

Position Title: Principal Clerk

Department: Family Services

Status: Non-Exempt

Level: 4 (\$18.87/hour)

POSITION SUMMARY:

Provides clerical and administrative support to the Director of Family & Resident Services.

ESSENTIALS FUNCTIONS:

1. Researches grant applications, and provides information to WHA Grant writer;
2. Attends meetings and prepares meeting minutes as directed by Director;
3. Answers phones, responds to questions, takes messages, or routes calls to appropriate staff;
4. Provides support in creating and updating the catalog for Life Skills classes;
5. Prepares reports, analyzes data, and provides responses and documentation to funders;
6. Collects, validates, and maintains client data base, generating client services reports, updating formulas, recalibrating the spreadsheet, and checking totals as needed
7. Tracks the submission of weekly and monthly reports; provides weekly status to Director;
8. Generates reports from the Elite database and updates tracking spreadsheets;
9. Adds and removes users, as well as reviews usage data from language-learning software programs and ensures tracking spreadsheet is up to date;
10. Cross-checks, audits, and validates data on master spreadsheet and other databases;
11. Collects missing client data from staff as needed;
12. Organizes and maintains files including client files and records; opens and closes cases; conducts audits of client records to assure that record-keeping standards are met;
13. Creates template files and documents for staff;
14. Updates bulletin boards and displays with information on client services;
15. Completes administrative tasks such as receiving and greeting visitors to the office, collecting and distributing mail, processing supply orders and purchase receipts; and preparing conference and meeting rooms for use;
16. Drafts and sends out communications as requested;
17. Assists Director, as requested, on special projects.

OTHER REPOSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. High school diploma, college degree preferred;
2. Minimum of two (2) years' experience working in an office environment;
3. Strong interpersonal communication and writing skills;
4. Ability to work independently in a busy office environment;
5. Ability to multi-task while staying organized and coordinating multiple projects;
6. Advanced knowledge of and competency with Microsoft Excel;
7. Excellent English vocabulary and grammar skills; bilingual candidates (English/Spanish) preferred;
8. Ability to be relied upon to be available for work.