**Job description**

Position: Clerical Support Staff

Location: 327 South K St. Tulare, CA 93274

Hiring Manager: Deborah Sparks, Office Manager

Phone: (559) 688-2043

Base Pay: $15.78 to $19.18 per hour

Status: Full-Time, Hourly, Non-Exempt

Accepting Applications: Until Filled

Available: Immediately

**We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.**

**JOB SUMMARY**

Tulare Youth Service Bureau is currently looking for a strong Clerical Support Staff who will be responsible for providing support to professionals through a variety of administrative duties. The right candidate will be experienced, reliable and task oriented. Clerical Support Staff will aide in the effective functioning of our organization.

**POSITION SUMMARY**

1. With a primary responsibility of supporting the Office Manager, provide support as directed to ensure that organizational goals and objectives are accomplished, and operations run efficiently.

2. Produce information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data, and graphics.

3. The recording of transactions using spreadsheets and other software to ensure consistent and accurate record-keeping. Check and record information from company emails and pass them along to relevant departments within the organization.

4. Maintain an organized filing system of paper and electronic documents; prepares internal and external documents for management, staff, organizational partners, and clientele.

5. Communicate with clients and staff by answering their questions, passing along relevant information, and addressing various issues.

6. Develops and sustains a level of professionalism among staff and clientele.

7. Uphold a strict level of confidentiality.

**ESSENTIAL POSITION REQUIREMENTS**

1. High School Diploma or equivalent.

2. Three years’ experience in a clerical role.

3. Superb written and verbal communication skills.

4. Typing speed of 55/wpm.

5. Bilingual preferred.

6. Strong time-management skills and the ability to organize and coordinate multiple projects at once. Strong self-starter and able to work independently.

7. Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems.

8. Familiarity with Avatar and EHR (Electronic Health Records) systems preferred.

9. Proficiency in collaboration and delegation of duties.

Benefit Conditions:

* Waiting period may apply

Duties:

* Reading, writing, and carrying out directions
* Charting or taking notes for others to review
* Reporting changes in the health or status of the client

COVID-19 Precaution(s):

* Personal protective equipment provided or required
* Temperature screenings
* Social distancing guidelines in place
* Virtual meetings
* Sanitizing, disinfecting, or cleaning procedures in place

This Job Is:

* A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
* A job for which all ages, including older job seekers, are encouraged to apply
* Open to applicants who do not have a college diploma
* A job for which people with disabilities are encouraged to apply

Work Remotely

* Temporarily due to COVID-19

Job Type: Full-time

Salary: $15.78 - $19.18 per hour

Benefits:

* 401(k)
* 401(k) matching
* Dental insurance
* Flexible schedule
* Flexible spending account
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Parental leave
* Retirement plan
* Vision insurance

Schedule:

* 8 hour shift
* Monday to Friday

Education:

* High school or equivalent (Preferred)

Experience:

* Clerical experience: 2 years (Preferred)

Language:

* Spanish (Preferred)

Work Location: One location