



MERCED COUNTY COMMUNITY ACTION AGENCY
1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-
Johnson
Executive Director

JOB DESCRIPTION
RECEPTIONIST(Merced/Admin)
EARLY LEARNING PRESCHOOL PROGRAMS

DEFINITION:

Under direct supervision of the Director of Early Learning Programs/Merced Site Supervisor provides a wide variety of clerical duties for Merced Site Supervisor; prepares reports, conducts inventories and performs special projects as needed. Responds to public inquiries about the program, makes and screens telephone calls, interacts with the public, maintains program files and confidentiality. This is a non-exempt position. This is a non-union position

EXAMPLE OF DUTIES:

- Helps to create forms;
- Answers phones;
- Ability to take messages by phone and in person (if needed);
- Orders supplies and materials for all sites;
- Helps with quotes, ordering and billing;
- Assists with 801A; DRDP and other child development reports;
- Maintains NoHo computer files;
- Ability to plan, organize and manage time;
- Ability to communicate effectively (verbal and written);
- Ability to use all MS office applications and other software that is used within the department;
- Operates and maintains various types of office machines;
- Completes multiple priority projects and meets deadlines;
- Attends staff meetings and in-services training sessions;
- Provides clerical support to center staff: makes appointments, schedules meetings, and maintains center calendar;
- Assists the Site Supervisor in preparing reports with varying deadlines;
- Assists in the recruitment and registration processes;
- Maintains confidentiality of records, files, and pertinent items of business;
- Performs miscellaneous related duties to support the goals of the Agency and child development programs.
- Other duties as assigned.

EDUCATION and EXPERIENCE:

High school graduate or equivalent. Two years minimum clerical experience or AA degree (preferred) from an accredited college in office technology, business or related field

LICENSES AND OTHER REQUIRMENTS:

- **Bilingual English/Spanish**
- Valid California driver's license, reliable transportation and proof of minimum insurance required by California.
- Ability to walk, stoop, and squat as needed, be able to lift and carry in excess of 30 pounds on a regular basis, and able to sit as much as 75% of scheduled work time.

SALARY RANGE: STEP RANGE: 51.6-3 **\$11.18** hourly, 40HR/WK+BENEFITS

JOB SITE: Merced Child Development Site and Admin office

APPLY AT: MCCA, 1235 W. Main St., Merced (Application and Resume a Must)

DEADLINE: Open Until Filled

This position requires a criminal background check and fingerprint clearance (paid by employer), pre-employment physical health check and TB clearance (paid by employer when conducted by employer-contracted medical provider).