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

Rebecca Guerra
Board Chairperson

Brenda Callahan- Johnson
Chief Executive Officer

JOB POSTING
RECEPTIONIST (Temporary)
EARLY LEARNING PRESCHOOL PROGRAMS

OVERVIEW:

Under direct supervision of the Director of Early Learning Programs/Site Supervisor, receptionist will prepare reports, conduct inventories, perform special projects as needed, respond to public inquiries about the program, make and screen telephone calls, and maintain program files and confidentiality. This is a non-exempt position. This is a non-union position. This is not a County position.

ESSENTIAL FUNCTIONS:

- ✓ Helps to create forms, answers phones, and other duties as assigned 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:, schedules appointments, 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

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:

- ✓ Reliable transportation
- ✓ Bilingual in English and Spanish
- ✓ 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
- ✓ 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)
- ✓ *Must comply with Senate Bill 792 immunization requirements for influenza, pertussis, and measles. Mandated reporter training under new law AB 1207 within 60 days of employment is to be completed.*

***All JOB OFFERS ARE CONTINGENT UPON COMPLETING A BACKGROUND AND PHYSICAL**

SALARY RANGE: **(68.1-1) $22.70| (68.1-2) $23.84| (68.1-3) $25.03| (68.1-4) $26.29| (68.1-5) $27.62 (40HR/WK; M-F)**

JOB SITE: **LOS BANOS**

APPLY AT: **mercedcaa.org (Must submit application, transcripts, degrees, and or permits)**

DEADLINE: **Open Until Filled**