



Job Description - Position Profile

Title: FIRST Family Services Center Receptionist/Secretary (Talladega location)



Reports To: FIRST Family Services Center Director

Classification: Non-Exempt SAFE Employee

Position Summary:

Provides clerical assistance to all departments of the Family Services Center. Greets and assists participants entering the center in cheerful, positive and professional manner.

Primary Responsibilities

- Greets, assists, and directs consumers to appropriate programs.
- Receives calls, operates switchboard, takes messages.
- Performs general clerical functions to adequately maintain the Administrative Office including typing, filing, copying, preparing for meetings, making phone calls, and computer based skills as directed by the Chief Financial Officer, Chief Operation Officer, Executive Director, and/or other program personnel as needed.
- Maintains confidences of all families associated with the Family Services Center.
- Picks up mail from the post office daily.
- Attends all scheduled committee, staff and in-service meetings as assigned by the Chief Financial Officer and/or Chief Operation Officer/Executive Director
- Assist all programs with mass mailings and/or phone calls.

Knowledge, Skills and Abilities:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Skilled in writing simple correspondence.
- Effectively presents information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.



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Qualifications:

- Applicant must possess a valid driver's license.
- High School diploma or general education degree (GED); and one to three years related experience and/or training; or equivalent combination of education and experience.

Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE are employees "at-will". Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date