

# ORGANIZED COMMUNITY ACTION PROGRAM, INC.

## CENTER ASSISTANT

**Supervisor: County Coordinator**

**Status: Non-Exempt**

**Terms of Employment: Regular Full-time**

### **Introduction:**

To contribute to the overall office effectiveness by assisting the County Coordinator in office procedures through written correspondence, verbal communication, and record keeping.

### **Duties and Responsibilities:**

General office duties, to include: answering the phone, making copies, filing, and computer knowledge to include assisting customers with applications.

### **Training:**

1. Pre-service and in-service trainings.
2. On-the-job training

### **Qualifications:**

1. Must have high school diploma.
2. Understand general office procedures.
3. Communicate effectively with staff.
4. Current physical examination and TB screen documentation upon hire.
5. Adequate means of transportation
6. Must be able to pass drug test and background clearance.

### **Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

The noise level in the work environment is usually moderate.

**Non-Discrimination Policy:**

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization’s income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name