

Area Agency on Aging Serving Napa-Solano

VOLUNTEER JOB DESCRIPTION

POSITION TITLE: Clerical Assistant

WORKSITE: 400 Contra Costa Street, Vallejo, CA
575 Sacramento Street, Vallejo, CA

REPORTS TO: Designated Supervisor

SUPERVISES: Non-supervisory position

HOURS: negotiable

QUALIFICATIONS:

High School diploma or equivalent and one year experience in general office work

SKILLS REQUIRED:

Must be proficient in basic office functions such as typing/keyboard skills, filing, answering telephones and other clerical support tasks; knowledge and adequate skill utilizing Microsoft Office programs, including Word, Excel and Outlook.

DUTIES & RESPONSIBILITIES:

- Provide reception coverage as needed
- Provide clerical support to Area Agency on Aging staff as needed
- Comply with Area Agency on Aging Policies and Procedures and other Agency standards for performance
- Other tasks, as assigned

OTHER REQUIREMENTS:

- Possession of valid California Driver's License, and access to vehicle *
- Proof of Automobile Insurance *
- Background Check or Live-Scan Fingerprint Clearance **

The Area Agency on Aging Serving Napa-Solano complies with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability. On the job, the employee must be able to: bend, sit, stand, walk, push/pull, handle objects, use fine finger movements, lift up to 25 pounds, read/comprehend, write, perform calculations, communicate orally, reason and analyze, and drive a car.

The Area Agency on Aging Serving Napa-Solano is an equal opportunity employer who does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law.

* Required only when assigned duties include driving.

** Required only when assigned duties include access to confidential data