

Admin Clerk I

Job Description for Senior Center

1. Under general supervision, performs a broad range of clerical duties, provides service to the public and specialized clerical administrative to support the Senior Center, delivers meals to homebound clients, acts as backup relief cook periodically and performs other work as assigned.
2. Duties specific to this office include:
 - a. Accounts Payable; preparing vouchers to pay bills for the Center in a timely manner.
 - b. Report preparation to support grant funding.
 - c. Providing information to clients as needed.
 - d. Interacting with transportation program to insure that clients requesting rides are accommodated.
 - e. Scheduling for volunteers to provide smooth flow in service of congregate meals.
 - f. Homebound meal delivery
 - g. Preparation of Homebound meal rosters
 - h. Periodic Wellness checks for Homebound clients
 - i. Occasional transport of clients in County owned vehicles
 - j. Kitchen duties as Back Up relief cook on a limited basis to accommodate vacations and sick leave of regular kitchen staff
 - k. General office filing
 - l. Research as needed
 - m. Entering grant meal/trip count sheets into database
3. This position reports directly to the Senior Center Director.
4. Qualifications for this position include: knowledge of office practices and procedures, including filing and operation of standard office equipment, basic record keeping principles and practices, correct English usage, including spelling, grammar and punctuation, business arithmetic and basic bookkeeping.
5. Abilities required: understand and apply specific rules, codes, regulations procedures; perform detailed office support work; make appropriate decisions independently and in accordance with established policy; operate standard office equipment including computer with Microsoft Office software; organize and maintain accurate files and records; establish and maintain effective working relationships with employees and general public; provide factual information both in person and on the telephone .
6. This position requires a valid Nevada driver's license and an acceptable driving history report from the DMV.
7. Pershing County Senior Center is a mandatory Elder Abuse reporter.
8. Successful completion of abbreviated ServSafe training is required to assist in the kitchen.
9. Physical Demands for this position include: strength, dexterity, coordination and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to 40lbs, such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level.
10. FLSA status: Non-Exempt