



HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

47 Rainbow Drive

Hilo, Hawaii 96720-2013

Telephone (808) 961-2681

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Job Posting

POSITION TITLE: Office Clerk
REPORTS TO: LIHEAP Program Manager
PROGRAM: LIHEAP
JOB LOCATION: Central
FLSA: Non-Exempt/ Part-time .50 FTE

ACCOUNTABILITY: The office clerk reports to the office supervisor/office manager and performs routine and repetitive clerical work and other related duties as directed.

ESSENTIAL JOB FUNCTIONS: *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. The position description is intended to describe the general nature and level of work being performed. It is no intended to be an exhaustive list of all responsibilities and skills required.)*

1. Answers the telephone, routes calls and records and relays messages.
2. Files materials according to an alphabetical and/or numerical system.
3. Checks and proofreads all material for completeness and accuracy.
4. Operates computer and other standard office machines, such as a copy machines and 10-key calculator.
5. Assists supervisor with typing of forms, reports and other documents related to the work of the office.
6. Assists supervisor in maintaining records and files.
7. Type's general correspondence.
8. Greeting the public and giving general program, division, and departmental information.
9. Assist with the volunteer program.
10. Performs other duties as required.

WORKING CONDITIONS:

Mostly in an office environment. Requires regular attendance to established work schedules and may be required to work variable hours and variable days.

EQUIPMENT USE:

Requires use of usual office equipment, including computer and calculator. Must be able to type with reasonable accuracy.

MENTAL DEMANDS:

Duties requires frequent multi-tasking, attention to detail, composition skills, mathematical abilities, conceptualization, and expressing or exchanging ideas and ability to use sound judgment when dealing with others.

PHYSICAL DEMANDS:

Duties requires ability to lift 5 to 20 pounds, periods of prolonged sitting, walking, standing, kneeling, crouching, twisting and bending. Must meet the health and physical conditions standards necessary for proper performance of duties.

COMMUNICATIONS:

Duties require frequent communication inside the agency using considerable tact, persuasion and discretion. Ability to relate to and communicate effectively with low-income families, staff and vendors.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of general office procedures.
- Skill in use of general office equipment and software applications.
- Skill to correct, edit and proofread various materials and documents in acceptable formats.
- Ability to work cooperatively as an effective team member of HCEOC.

MINIMUM QUALIFICATIONS:

- High School degree.
- General office/clerical experience preferred.
- Knowledge of Microsoft word and excel.
- Must possess a valid driver's license with no restrictions or serious violations.
- Provide a driving abstract prior to hire.

If you are interested in applying for this position, please submit your resume and letter of interest to Human Resources, H.C.E.O.C., 47 Rainbow Drive, Hilo Hawaii 96720, or by email to hceochrclerk@hceoc.net or visit our website www.hceoc.net and print and complete the application.

Closing date for this recruitment will be Thursday March 22, 2018, 12:00 AM.