

**Cetronia Ambulance Corp
Job Description**

Job Title: Office/Clerical Assistant

FLSA: Volunteer

Job Number:

Responsibility To: Administrative Assistant

Date: 1/19/2010

Purpose

Performs varied and increasingly responsible office tasks and clerical duties, which may include data entry and performing related duties as required.

Essential Job Functions

- Provide administrative support and clerical functions. Greets the public, customers, and others in person or over the phone, and obtains or gives information; transfers calls and takes messages; assists customers when needed.
- Files information alphabetically, numerically, and chronologically according to office procedure to maintain organized and accurate filing systems; locates and retrieves files from manual or computerized systems to provide requested information; creates new files and purges old files according to established procedures; updates and corrects file information to maintain accurate files; merges and assembles files to maintain records; delivers and/or picks up files to provide requested information; photocopies files as requested.
- Retrieves, opens, and date-stamps mail and delivers to appropriate location; sorts and distributes mail to department employees and locations; folds and stuffs documents to process outgoing mail; receives and sends documents via fax machine; and sends mail using inter-office or U.S. mail system.
- Types and/or keys in a variety of documents including memos, letters, reports, minutes, labels, dockets, and receipts, following specified formats, using computer, printer, and/or typewriter; completes various forms to process requests; proofreads and/or spell checks documents to eliminate errors; copies documents using photocopier or computer printer to maintain records; creates documents such as charts, forms, and logs to meet departmental needs.

Knowledge

Basic clerical office practices and procedures; filing methods; telephone procedures, including operation of multi-line equipment and message taking; business telephone etiquette.

Technical Skills

Operate office equipment such as personal computer, typewriter, printer, copier, and fax machine; organize and prioritize work; proofread documents and correspondence; file information alphabetically, numerically, and chronologically.

Behavioral and Physical Skills

- Work smoothly and professionally in an environment where teamwork is essential.
- Work independently with a minimum of supervision for assigned tasks.
- Exercise sound independent judgment within general policy and procedural guidelines.
- Anticipate and identify problems and take initiative to prevent or correct them.
- Establish and maintain effective working relationships with all levels of personnel within the medical community, the Corps, outside agencies and customers.

Certification(s) and/or License(s)

- High School Diploma or equivalent
- Administrative Experience