



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

## POSITION ANNOUNCEMENT

(This is not a job description)

## JOB ANNOUNCEMENT

**POSITION AVAILABLE: FT SUPPORT STAFF (Secretary-Receptionist)**

**SALARY RANGE: Starting \$2668/month (8 step salary range)**

**LOCATION: Lakeport, CA**

**CLOSES: first application review: January 22, 2021**

**JOB SUMMARY:** Type reports; assist in coordination of clinics, sets up appointments, sends and receives client information; maintains client files that may weigh up to 40 lbs.; database input; typing correspondence; filing; assists with telephone reception and greeting the public; scheduling of conference rooms and staffing agenda; distributes and posts mail; maintains supplies for copier and other office equipment; and other duties as assigned.

### **MINIMUM EMPLOYMENT REQUIREMENTS:**

**EDUCATION:** Graduation from high school or GED

**EXPERIENCE:** One year of general clerical experience. Knowledge of routine office procedures including word processing, ability to keyboard, proficiency in the use of the English language, excellent spelling and grammar skills. An ability and willingness to meet the public is required along with good telephone manners.

**TRAVEL REQUIREMENTS:** Travel to outlying offices and other assignments may be necessary periodically.

To apply: Go to website [www.redwoodcoastrc.org](http://www.redwoodcoastrc.org) and download Application. Send resume, letter of interest and completed application:

RCRC, Attn: Human Resources, 1116 Airport Park Blvd., Ukiah, CA 95482  
or email [HR@redwoodcoastrc.org](mailto:HR@redwoodcoastrc.org)  
or FAX (707) 462-6981



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

I. Position Title: **SUPPORT STAFF**

II. Job Description and Duties:

Under supervision, Support Staff performs a wide variety of clerical duties for case management/clinical and other professional regional center staff, types correspondence, reports and forms; maintains files and records; assembles Client charts as needed; files case material, photocopies, sends and receives Client information; schedules meetings and appointments; composes correspondence; distributes and posts mail and deliveries; data base entry; receptionist duties; professionally greets and directs calls to the proper sources; does related work as assigned.

## Minimum Employment Standards

A. Education:

High school diploma or G.E.D.

B. Experience:

One year of paid general clerical experience.

C. Knowledge and Abilities:

Knowledge of routine office procedures including computer literacy and knowledge of Microsoft Windows environment and related computer programs, accurate data entry, accurate filing and knowledge of filing systems, statistical procedures, reception skills are required, as well as proficiency in the correct use of grammar, punctuation and spelling. The ability, and willingness to politely and professionally greet the public (both in person and over the phone), and to maintain positive working relationships with staff is a necessity. The ability to interact and become familiar with other related agencies and resources is important. The ability to type/keyboard 45 wpm corrected.

D. Additional Requirements:

Must be able to lift 40 lbs.; sit for approximately 2 hours, stand, bend and lift, as necessary. This position requires reliable transportation, possession of a valid California driver's license, minimum vehicle insurance as prescribed by law or the ability for independent transportation. Local and regional travel is a requirement of this position. Over-night travel while not a requirement, may periodically be necessary. This position requires the ability to work under pressure of deadlines and a fast-paced environment; cope with complex and often stressful situations; give attention to detail & learn new tasks quickly; work as a team and exhibit effective communication with team members; be predictable, reliable, and prompt attendance; interact with co-workers on-site; and be available for in-person communication.

IV. Supervision:

The Office Operations Manager supervises this position.