

Administrative Support/Clerk Position Description

The mission of Garrett County Community Action Committee, Inc. (C.A.C) improve the quality of life for Garrett County residents. It does this by

- Empowering people in need to become economic self-sufficiency through coordinated, essential services
- Improving the capacity of and partnering with community institutions and leaders
- Providing development expertise and support for economic development

All staff in the agency regardless of specific position are expected and encouraged to work to achieve this mission by being a good ambassador, speaking about services and objectives, and making suggestions for improvements.

Roles and Responsibilities

Administrative Support staff provides a large range of support for all services include computer/data entry, completing internal forms, answering phones, directing calls and/or clients, assisting in gathering and coordinating meetings. There is a particular focus on operational details as opposed to content knowledge.

Specific Responsibilities

- Accurate data entry
- Assistance on data quality reports and checking for both contract managers and content managers
- Support financial accountability through monitoring reports
- Prepare Vendor payments for approval
- Schedule meetings and other resources
- Research content in areas as assigned

Supervision

Directly Supervised by Director or Manager

Specific Content Knowledge/Certifications/Education or Experience Requirements

- Must be comfortable with computers and able to quickly learn software
- Proficient in MS Word, Excel,
- Knowledge of databases a plus
- In some cases, knowledge of book-keeping is helpful
- Attention to detail especially in financial reports

Employee Signature:	Date:
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