



ADMINISTRATIVE CLERK

RELATIONSHIPS

Chain of Command

The Administrative Clerk is directly supervised by the Chief Operating Officer and ultimately responsible to the CEO.

Employees Supervised

The Administrative Clerk does not supervise any employees.

Inter-relationships

The Administrative Clerk interacts with all STEP2 staff. S/he also interacts with personnel from Partner Agencies involved with STEP2.

JOB SUMMARY

The Administrative Clerk is the initial point of contact for those seeking access to STEP2 by phone or in person, to include staff, community members, clients, persons seeking treatment, donors and partner agencies. This role provides clerical support to the members of the Management Team, assists the Accounting Manager with supplies inventories and maintains agency billing and filing records.

RESPONSIBILITIES

General duties include, though are not limited to:

- Complies with all federal and state laws pertaining to client confidentiality when interacting with persons and organizations outside the agency.
- Answers telephone in a timely manner and identifies/resolves callers' basic inquiries
- Greets visitors and clients in a friendly and professional manner
- Works directly with Accounting Specialist to maintain inventory and order office/agency supplies
- Works directly with Donor Relations Manager in acceptance of in-kind donations
- Performs initial client screenings and schedules assessments with the Admissions Manager
- Performs Data Entry into AWARDS and STEP2's client data base, to include progress notes, drug testing results and group attendance
- Lighthouse and outpatient bookkeeping duties (taking payments)
- Maintains electronic master client filing system, as well as hard copy client files
- Maintains a file system, hardcopy and electronic, of all original forms and computer templates used in STEP2, Inc./Lighthouse of the Sierra, LLC. programs, and updates forms and templates when necessary
- Distribute medications to clients as needed
- Administers AOD screenings, documenting results
- Handles miscellaneous tasks as delegated by the COO
- Provides clerical support for meetings as needed

Other Duties (*as assigned by supervisors*)

MINIMUM QUALIFICATIONS

Education & Training

High school Diploma or GED is required. Completion of some college-level business courses is preferred

Experience

A minimum of two (2) year experience in an office setting is required with some experience in a clinical setting is preferred



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Knowledge & Abilities

Knowledge of telephone and reception etiquette, general office procedures, rules of grammar, business writing procedure, and office professionalism. Ability to maintain filing systems and use Microsoft Office programs. Ability to type at least 60 words per minute.

WORKING CONDITIONS

This position will be located Mathewson Family Counseling Center, where the administrative offices are located. This is a full-time hourly position (40 hours per week, 8am-5pm) with eligibility for medical benefits, paid time off and a 401K. Necessary equipment provided: computer, phone, printer and fax.

To Apply:

Contact Shannon Jensen directly by emailing your resume to sjensen@step2reno.org