



COMMUNITY ACTION OF NAPA VALLEY

*encouraging self-sufficiency*

## Clerical Assistant Job Description

The **Clerical Assistant** is responsible for providing programmatic and clerical support to the Meals-on-Wheels Programs operated by Community Action of Napa Valley.

**JOB TITLE:** Clerical Assistant

**DEPARTMENT:** Meals-on-Wheels Programs

**JOB SITE:** 2521 Old Sonoma Rd, Napa CA 94558

**REPORTS TO:** Program Director

**SUPERVISES:** No one

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the Director with the general overall operation of the program.
2. Assist with the preparation of program reports.
3. Collect information on meal participants from senior center managers.
4. Update and manage congregate/home delivered meals database and rosters weekly.
5. Produce sign in sheets for senior centers for daily use using SAMS software.
6. Participate in various software vendor and SAMS user support meetings.
7. Provide general clerical support to Meals-on-Wheels Programs, including answering phones, process all new intake applications, and other computerized user tasks.
8. Assist with new projects.
9. Maintains accurate, complete, and organized confidential records, as required.
10. Maintain confidentiality as required by law and CANV policies.
11. Comply with established CANV procedures.
12. Perform other duties as assigned.

### PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to walk; sit; bend; stoop; reach overhead; push/pull; squat; twist; turn; use hands to handle objects; operate keyboards; tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Be able to lift up to 10 pounds. Walk up and down stairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level is moderate.
- Office is on second floor, stairs – no elevator.

### IF DRIVING DURING WORK HOURS:

- Must possess a valid California Driver License.
- Must have access to a vehicle during work hours.
- Must maintain vehicle liability insurance.
- Must maintain a good driving record.



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## Job Announcement

**JOB TITLE:** Clerical Assistant

**HOURS:** 30 hours/ week

**SALARY:** \$14.00 per hour

**BENEFITS:** Health, Dental, Basic Life Insurance; 401(K) plan, vacation, sick, and holiday pay.

**SUMMARY:** The **Clerical Assistant** is responsible for providing programmatic and clerical support to the Meals-on-Wheels Programs operated by Community Action of Napa Valley.

### REQUIREMENTS AND QUALIFICATIONS:

- Knowledge of office and record keeping procedures.
- Computer skills including Microsoft Office, city agency databases and reporting systems a plus.
- Knowledge of elderly population
- Ability to maintain accurate files and records.
- Ability to communicate effectively, both orally and in writing; a second language desirable.
- Ability to work with culturally diverse clients.
- Manual dexterity to use a telephone and computer.
- Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Ability to speak in audible tones so that others may understand clearly in normal conversations and over the telephone.
- Ability to interact courteously and tactfully with the public and clients and maintain appropriate boundaries.
- Ability to establish and maintain cooperative workplace relationships.
- Ability to walk up and down stairs.
- Ability to sit at a desk for extended amounts of time.
- Ability to stand for extended amounts of time.
- Physical agility to lift and carry up to 10 or more pounds and to bend, stoop, walk and reach overhead.
- Physical agility to push/pull, squat, twist and turn.
- Mental acuity to perform the essential functions of this position in an accurate and timely fashion; to make sound judgments and decisions, and to evaluate the results of decisions and judgments
- Must be willing and able to travel to various locations.
- Must be willing to work an occasional flexible work schedule for evening and/or weekend work.
- Work as a team member
- Work with minimum supervision.

### ABOUT OUR AGENCY:

Community Action of Napa Valley (CANV) is a non-profit organization that has served the Napa community since 1965. The agency currently operates a range of programs that provide vital basic services such as food, child care, meals for seniors and volunteer opportunities.

### HOW TO APPLY:

Visit our website at [www.canv.org](http://www.canv.org) to download an application. Only individuals who submit an application will be considered for job position. Mail to: 2521 Old Sonoma Road, Napa, CA 94558 or E-mail to: [canv@can-v.org](mailto:canv@can-v.org) or Fax to: (707) 253-6156

OPEN UNTIL FILLED

CANV IS AN EQUAL OPPORTUNITY EMPLOYER