



# EMPLOYMENT OPPORTUNITY

**Center for Families and Children**  
 Human Resources Department  
 4500 Euclid Avenue  
 Cleveland, Ohio 44103  
 (216) 432-7257 (Fax)  
 careers@c4fc.org

<u>Position:</u>	<u>Posting Date</u>	<u>Closing Date for Applications:</u>
Clerical I -Part time (16–18 hrs/week)	March 22, 2006	March 29, 2006 (Internal Candidates)

**Job Summary:**

Under supervision, performs general clerical tasks to support general office operations of all departments. Follows clearly detailed procedures in completing routine tasks. Refers unfamiliar situations to supervisor for direction.

**Job Duties & Responsibilities**

- Answers telephones, determining correct recipient for incoming calls, transfer accordingly or take accurate messages/overhead page with clarity.
- Acts as receptionist, greeting people entering and directing visitors as appropriate. Provides general agency information when asked.
- Assist other departments with daily tasks and special projects.
- May schedule routine appointments or take cancellations.
- Sort interoffice and US Mail. Receive and sign for all deliveries.
- Assists with bulk mailing, filing and copying request for all departments.
- Performs other duties as assigned.

**Job Qualifications**

- Must be a high school graduate or equivalent, with some training in office procedures. Must have some computer knowledge, including Microsoft Office/Outlook.
- Must have good oral communication skills and have a pleasant, professional telephone manner.
- Must be able to record information accurately, to manage confidential material, and to adapt to the changing needs and duties of the office.
- Must have an awareness of and sensitivity to the cultural diversity of the population served.

**Application Procedures:**

For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted above. Internal candidates must apply by forwarding an Internal Applicant Bid Form and résumé to the Human Resources Department. (An employment application can be accepted in place of a resume.) External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children**  
**Human Resources Department**  
**Attention: Clerical I**  
**4500 Euclid Avenue**  
**Cleveland, Ohio 44103**  
**HR Fax #: (216) 432-7257**  
**HR Email: careers@c4fc.org**