



# EMPLOYMENT OPPORTUNITY

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

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<b><u>Position:</u></b>	<b><u>Posting Date</u></b>	<b><u>Closing Date for Applications:</u></b>
Clerical III - West	June 5, 2006	June 12, 2006 (Internal Candidates)

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***JOB SUMMARY:***

Under the general direction of the supervisor, independently performs a variety of highly skilled clerical tasks; handles differing situations or problems in the office. Generates routine computer reports. Compiles more complex statistical and/or program data reports. Has responsibility for special projects.

***JOB DUTIES & RESPONSIBILITIES:***

Generates routine computer reports or lists on a scheduled basis. May use computer to compile information, prepare reports as needed. Compiles statistical and other program data for use in preparing monthly and quarterly reports on program activities.

Has responsibility for own projects, e.g., record-keeping for reporting and compiling reports for contracts, grants, or fundraisers.

Relieves supervisor of routine inquiries; making routine outside contacts for purpose of relaying or obtaining information. May initiate correspondence or send form letters.

Audits records for completeness and accuracy on a systematic basis. Completes certain client record forms in coordination with clients and supervisors. Follows-up with appropriate personnel on any missing data or problem areas.

Reviews, audits mileage and expense reports. After obtaining approval from the supervisor, forwards reimbursement requests to Finance Department for payment.

Prepares and verifies payroll summary reports.

Monitors attendance of staff and reports to supervisor on a monthly basis. Notifies supervisor when staff requests time off which is not available.

Maintains confidentiality of all client, staff and agency-related data in accordance with Center policies.

Performs other duties as assigned.

***JOB QUALIFICATIONS:***

Must be a high school graduate preferably with a major concentration in business courses and three to five years of experience in office practices, data processing or related fields.

Must be proficient in data entry and able to utilize computer software. Typing speed 50-60 wpm.

Previous experience in preparing statistical/financial reports.

Must be able to work with minimal supervision in an organized, time-efficient manner to meet scheduled deadlines.

**\*\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*\***

# **EMPLOYMENT OPPORTUNITY**

Must be able to interact professionally with program clients, office staff and field personnel and other department staff.

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  
Behavioral Health Recruiter  
Attention: Clerical III - West  
4500 Euclid Avenue  
Cleveland, Ohio 44103  
HR Fax #: (216) 432-7257  
HR Email: [careers@c4fc.org](mailto:careers@c4fc.org)**