

CITY OF CHATTANOOGA

Classification Specification Title: Center Clerk

Department: Early Learning

Pay Grade: HS

Supervision Received From: Center Director

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 12/02/22

Revision Dates: 4/1/25;

8/27/24; 10/20/23

CLASSIFICATION SUMMARY:

General Character of Duties and Supervisory Control: Under the direction of the Lead Teacher/Center Supervisor, the Center Clerk will assist the Lead Teacher/Center Supervisor and Component Coordinators in the administrative operation of the assigned Center through reporting, record keeping, typing and filing, and also acts as Center Receptionist. The position is scheduled to work at the assigned center for 240 days a year.

SERIES LEVEL:

The Center Clerk is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Completes the typing and duplication of reports, records and routine correspondence for the center personnel; maintains the record keeping system and enters program data and information; handles incoming telephone calls and receives parents and center visitors; maintains and distributes classroom supplies; prepares and submits center reports, i.e., time and attendance, meal count and other CACFP center reports.

Center Clerk Serves as Center receptionist.

Maintains the Center's record keeping system and enters data and information on a daily basis; prepares and submits center reports, i.e., time and attendance, leave, and meal count.

Completes the typing, proofreading and duplication of reports, records and routine correspondence for the assigned center; provides clerical support and assistance for center staff, parent and other meetings.

Maintains positive communications with parents and community participants regarding program activities and objectives; assists parent and community participants in their volunteer assignments or responsibilities in the program.

Assists with the provision of services to children and families as needed.

Demonstrates work habits which comply with Agency Personnel Policies and Procedures, completes special assignments from immediate supervisor or Head Start/EHS Director.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Finance or related field with one (1) year of equivalent experience in or related to accounting; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.