



COMMUNITY ACTION OF NAPA VALLEY

*encouraging self-sufficiency*

## Job Announcement

**JOB TITLE:** Clerical Assistant - Temporary  
**HOURS:** 20 hours per week; funding through June 29, 2018  
**SALARY:** \$12.00 per hour  
**BENEFITS:** Sick time

**SUMMARY:** The Clerical Assistant is responsible for assisting daily clerical functions to ensure the efficient operation of the Tobacco Education & Quit Smoking Program operated by Community Action of Napa Valley.

### REQUIREMENTS AND QUALIFICATIONS:

- A high school diploma or GED and two years of related experience preferred.
- Knowledge and ability to update and maintain data basis.
- Knowledge of general administrative duties.
- Knowledge of basic accounting procedures.
- Knowledge and proficiency in e-mail and use of internet.
- Computer skills – proficiency in MS Office and knowledge of on-line data base management.
- Very good organizational and planning skills.
- Time management skills- ability to prioritize work.
- Ability to stablish and maintain cooperative workplace relations.
- Ability to perform effectively as a team member.
- Ability to work with minimum supervision.
- Ability to interact courteously and tactfully with people of diverse backgrounds and experience.
- Ability to communicate effectively in both writing and reading in English.
- Bilingual (English/Spanish) capability is preferred.

### 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, culinary training, tobacco education 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: 2310 Laurel Street, Suite 1, Napa, CA 94559 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

## Clerical Assistant – Temporary Job Description

The Clerical Assistant is responsible for assisting daily clerical functions to ensure the efficient operation of the Tobacco Education & Quit Smoking Program operated by Community Action of Napa Valley.

**JOB TITLE:** Clerical Assistant - Temporary

**DEPARTMENT:** Tobacco Education

**JOB SITE:** 2310 Laurel St. Suite 1, Napa; various locations

**REPORTS TO:** Program Director

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Develop training materials such as but not limited to power point presentations and training agendas.
2. Assist with the research of educational and class materials.
3. Assist with the collection of program data, the preparation of semi-annual reports and data keeping.
4. Assist and support in the preparation of meetings.
5. Maintain and update a variety of files and records.
6. Maintain and update educational materials and office supply inventory.
7. Maintain and coordinate work flow.
8. Make, answer and direct telephone calls.
9. Control basic accounting functions such as checking invoices.
10. Operate office equipment, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
11. Maintain confidentiality as required by law and CANV policies.
12. Comply with established CANV policies and procedures.
13. Perform other related duties as assigned.

### **ABILITY TO:**

- Pay attention to detail
- Concentrate for long periods of time
- Maintain staff and class participants' confidentiality
- Work individually and as a team member
- Work with minimum supervision
- Communicate effectively, both orally and in writing
- Interact courteously and tactfully with people of diverse backgrounds and interests

### **PHYSICAL DEMANDS:**

While performing this job, the employee is regularly required to walk; sit; 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. 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 located on street level.

### **ADDITIONAL INFORMATION:**

- Must possess a valid California Driver License.
- Must have access to vehicle during work hours.
- Must maintain vehicle liability insurance.
- Bi-lingual (English/Spanish) preferred.