

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: December 5, 2019

Title: Secretary

Position Number: C324123

Program: Clerical Services Unit	Office Location: Paw Paw	Status: Regular Full-Time, 37.5 hrs/wk
Union: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Salary Scale: \$28,928 - 38,464 per year

Basic Responsibilities:

Provides efficient & effective clerical services that enhance operations primarily of the Paw Paw Human Services Building using the switchboard, computer, copier, FAX, scanner, Dictaphone & various office equipment.

Summary of Required Qualifications:

- High School Diploma and the ability to read, write, and comprehend in order to accurately process and follow verbal and written directions for the completion of frequent tasks related to transcription, typing, and word processing.
- At least 1 year secretarial experience.
- Demonstrated ability to accurately type 50 wpm, do data and word processing, and do machine transcription; and correctly format, edit and proofread documents.
- Visual acuity and manual dexterity sufficient to effectively operate standard office equipment (including copier, computer, scanner, typewriter, FAX machine, switchboard, etc); to read and/or write reports, correspondence, instructions, etc.
- Ability to sit at a computer terminal, switchboard, or reception area for long periods of time.
- Ability to communicate effectively via the telephone providing callers with comprehensive responses; ability to speak clearly enabling callers to comprehend responses; and ability to comprehensively hear what the callers are saying.
- Ability to do moderate bending to access book shelves and file cabinets to do filing.
- Ability to do light lifting of boxes (i.e. paper for copying), preferred.

Summary of Essential Job Functions:

- Provides accurate and timely transcription, word processing, scanning, and typing services.
- Provides secretarial/clerical services for the completion of special projects/reports as assigned.
- Manages the schedule of shared conference rooms in Paw Paw Human Services Building.
- Manages mail functions and filing for designated staff; provides faxing, filing, copying, sorting, and distributing of materials constantly.
- Provides switchboard coverage on a regular rotating schedule or as requested (answers/directs incoming calls, schedules appointments and replies to inquiries).
- Maintains supplies for and service of office machines, including fax, copier, etc.
- Assist with medication reviews, as needed.
- Substitutes & provides back up for other clerical staff as scheduled or requested (including breaks or for scheduled vacations, illness leaves and leaves of absence).

To apply, submit a cover letter and resume to Human Resources by **DECEMBER 13, 2019:**

Human Resources Office, 801 Hazen Street, Suite C, Paw Paw, MI 49079
Contact: Christine Johnson at (269) 655-3313 or cjohnson@vbcmh.com

Approved by:

Equal Opportunity Employer

Debra Hess, CEO

