

A & D HOME HEALTH CARE

JOB DESCRIPTION

General Office Clerk

DEPARTMENT: ADMINISTRATION

REPORT TO: ADMINISTRATOR

POSITION QUALIFICATIONS:

- . High school graduate or equivalent
- . Knowledge of & willingness to learn basic office procedures & use of equipment
- . Willing to learn basic skills required for specific duties

DUTIES:

- . Maintains confidentiality regarding all agency records
- . Performs basic office duties
- . Maintains office filing systems as requested
- . Files all documents appropriately
- . Pages employees when required
- . Answers telephone and relays messages appropriately as required
- . Responsible for copying documents as requested
- . Gathers, collates and distributes incoming mail as requested
- . General typing and correspondence as requested
- . Organizes files and supply closets
- . Organizes and adequately stores inactive records as required
- . Maintains office stock as requested
- . General housekeeping duties as requested
- . Other duties as assigned

***I have reviewed my job description and agree to perform all duties mentioned to the best of my ability; I understand that my job duties may change as the needs of the agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.**

Employee's Signature

Date