

## Job Description

Job Title: Summer Clerical Worker	Job Code:	Department: Administrative
Grade:	Wage/Hour Status: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>	
<p><b>Summary:</b> This position is a temporary summer position and will work up to 20 hours per week assisting the VP of Communications doing various tasks to support the communication efforts of the cooperative.</p> <p><b>Reports to:</b> VP of Communications</p> <p><b>Titles Supervised:</b></p>		
<b>Essential Duties &amp; Responsibilities</b>		<b>% of Time</b>
<p><b>Communications Office</b> – Administrative projects such as, but not limited to, organizing inventory, copying, and scanning documents, handle ingoing and outgoing mail, assist with meeting preparations, and running errands.</p>		90%
Other duties as assigned		5%
<b>Minimum Qualifications:</b>		
<p><b>Education:</b> Completed senior year of high school.</p> <p><b>Experience:</b> Knowledge base in Microsoft Office (Word, Excel, Outlook)</p> <p><b>Functional Competencies:</b> Strong communication skills, creativity, cooperation, phone etiquette, keyboarding, initiative, dependable, approachable, results oriented. Must have a valid driver's license.</p>		

### Essential Physical and Mental Requirements

Physical Demands	Continuous (>70%)	Frequent (40-69%)	Occasional (15-39%)	Rarely (up to 15%)
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Lowering 1-5 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6-30 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
> 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Eye/Hand Coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing Acuity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Demands	Continuous (>70%)	Frequent (40-69%)	Occasional (15-39%)	Rarely (up to 15%)
Concentration to detail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention span of 1+ hours on a task	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to remember multiple tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stressful situations and deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Conditions	Continuous (>70%)	Frequent (40-69%)	Occasional (15-39%)	Rarely (up to 15%)
Exposure to hazardous work conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to extreme heat, cold, temp fluctuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date Issued:	Human Resources:			
Date Revised:	Manager/Supervisor:			
I have read and understand this written job description and I <input type="checkbox"/> am <input type="checkbox"/> am NOT fully able to perform all listed requirements of this job position <input type="checkbox"/> with or <input type="checkbox"/> without reasonable accommodation.				
	Employee/Candidate:			