

Economic Security Corporation Job Description

Job Title: Weatherization Assistant
Division: Weatherization
Reports To: Weatherization Director
FLSA Status: Non-exempt
Revision Date: January 2, 2011
Job Classification: Grade 4

SUMMARY

The Weatherization Assistant is responsible for maintaining inventory, and ordering supplies for the Weatherization Division projects. The Weatherization Assistant also is responsible for compiling and maintaining records for the division, providing clerical support for the division and otherwise relieving division staff of clerical work and minor administrative and business details.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Handles incoming calls, transfers the calls to proper staff, or takes messages and distributes them in a timely manner.
2. Opens, dates, and presorts incoming mail and distributes to proper staff.
3. Compiles Weatherization applications, ensures proper documentation is received and determines client eligibility status.
4. Maintains applicant files, organizes according to various categories; follows-up with clients to request information for file updates as needed by the Weatherization program.
5. Inputs applications and other information into an electronic tracking system and updates the information as needed.
6. Responds to inquiries from potential clients and other customers.
7. Provides clerical support and assistance to Weatherization Auditors and Weatherization work crews regarding their work on clients' homes.
8. Purchases office supplies and supplies needed for weatherization work and ensures that adequate inventory is maintained.
9. Assists Weatherization Director in creating and analyzing bids for weatherization supplies.
10. Writes requisitions for all invoices and enters contractors' invoices into database.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable

accommodations may be needed to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate degree in business administration or office administration with two years experience preferred, or four years of related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze and comprehend complex contracts, procedures and policies. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSE, REGISTRATIONS

Must possess a valid driver's license and meet Missouri automobile liability minimum requirements. Must be able to pass all background screenings done by the agency.

OTHER SKILLS AND ABILITIES

The ability to type accurately, use a calculator accurately and effectively. Proven experience with Microsoft software programs, including Word, Excel, and PowerPoint. Ability to compile e-mails and faxes. Personable and able to follow instructions, have flexibility in working conditions, and ability to multi-task. Ability to handle sensitive agency information in a confidential manner.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is required to stand and walk. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities needed for this job include close vision, distance vision, color vision, peripheral visions, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name