



Job Announcement

## Clerical Assistant II

**Bilingual Spanish**

### **Position Type:**

Full-Time

### **Days:**

Monday – Friday

### **Hours:**

8:30 AM – 5:30 PM

### **Open To:**

Internal & External

### **Department:**

Subsidy

### **Reports to:**

Family Services Manager

### **Management:**

No

### **Position Status:**

Non-exempt

### **Pay Scale:**

Starting Pay: \$22.39/hr

Top of Pay Scale: \$27.37/hr

22.39

### **Benefits:**

- 403(b)/Agency Match
- Aflac
- Dental
- EAP
- FMLA/CFRA/PDL
- FSA (Med/Dep)
- Life/ADD
- LTD
- Medical
- Paid Vacation, Sick, Mental Health Days
- SDI/PFL
- Vision

### **Date Updated:**

9/12/2023

Would you enjoy supporting an agency whose mission advocates for children? Do you have strong customer service skills, interpersonal skills, as well as a desire to work with an agency whose goals are to serve the community? If yes, then this is a great role for you!

### **WHO WE ARE:**

Solano Family & Children's Services creates connections for families and child care providers to support the healthy development of children for a thriving community. We hire individuals who have a strong work ethic and are looking for a career that supports our mission and impact in Solano County.

### **WHAT YOU'LL DO:**

The Clerical Assistant II will provide clerical support to the Subsidy Program. This position will work directly with clients to determine initial enrollment eligibility while maintaining the Subsidy Eligibility Waiting List. Duties will include general clerical office support such as data entry, filing copying, generating/printing documents, and reports, processing mail and organizing files.

### **OUR IDEAL CANDIDATE:**

The ideal candidate is organized, can multi-task and prioritize, works well under pressure, and can communicate effectively with clients, outside agencies, and community partners.

- Two years of clerical experience
- Experience using computer programs including Microsoft Word, Excel, and computer database systems
- Heavy data entry
- Internet experience and working with the public
- High School diploma or G.E.D.
- Bilingual Spanish required

### **WHAT ELSE YOU SHOULD KNOW:**

Drug screen and background check required after offer of position. Full job description is available on our website at [www.solanofamily.org](http://www.solanofamily.org) or request via email at [JYarrow@solanofamily.org](mailto:JYarrow@solanofamily.org). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Application Information**

<b>To Obtain an Application:</b>	<b>Application Submission:</b>	<b>Additional Information:</b>
<ul style="list-style-type: none"><li>• Visit our website at <a href="http://www.solanofamily.org">www.solanofamily.org</a></li><li>• Request via email at <a href="mailto:JYarrow@solanofamily.org">JYarrow@solanofamily.org</a></li><li>• Visit our office at 421 Executive Court North, Fairfield, CA 94534</li></ul>	<p>An agency application must be completed and submitted to:</p> <p><b>Solano Family &amp; Children's Services</b> Attn: Human Resources 421 Executive Court North Fairfield, CA 94534</p> <p>Or emailed to: <a href="mailto:JYarrow@solanofamily.org">JYarrow@solanofamily.org</a></p> <p>Or faxed to: 707.863.9772 Attention Human Resources</p>	<ul style="list-style-type: none"><li>• Only the candidates who meet the job requirements will be invited to test and interview</li><li>• Employment is conditional pending satisfactory results of all requirements</li><li>• The position requires a pre-employment (post-job-offer) agency-paid drug screen, TB clearance and criminal background check</li></ul>

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