EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk, Cashier, Receptionist I</td>
<td>18076</td>
<td>02/19/2020</td>
<td>San Jose</td>
<td>40</td>
<td>$17 - $DOE</td>
<td>Monday - Friday</td>
<td>Varies</td>
<td>Fingerprints, Drug Screen, Background Check</td>
<td>High School Diploma/GED</td>
</tr>
</tbody>
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JOB DESCRIPTION

SUMMARY OF JOB FUNCTION:

Under direct supervision of the Office Manager in the Mental Health Department, performs specialized clerical duties related to the management and efficient operation of the department in Mental Health.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

1. Word-processes/types, proofreads and corrects a variety of correspondence, reports and forms.
2. Screens incoming telephone calls and routes appropriately.
3. Greets clients with proper business etiquette and processes appropriately.
4. Answers inquiries about routine procedures and policies.
5. Conducts preliminary interviews of clients to secure basic data.
6. May compute and collect payments.
8. Updates client information on computer system.
9. Collects, documents, verifies and enters data on a daily basis.
10. Maintains front office filing and chart system.
11. Processes incoming and outgoing mail.
12. Establishes and maintains control of documents and folders.
13. Operates a variety of office machines; inputs and retrieves data from computer

Handle other responsibilities as assigned.

3 TO 5 KEY SKILL SETS REQUIRED
REQUIREMENTS/QUALIFICATIONS:

- High school graduate/GED. Two (2) year minimum clerical experience.
- Accurate typing at a minimum of 50 words per minute.
- Knowledge of the use of computer, word-processing and record keeping systems.
- This position requires a high level of courteous businesslike client interaction and a cooperative, amicable behavior with colleagues.
- Bilingual preferred.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to fingers, handle, or feel objects, tools or controls, reach with hands and arms, balance, stoop, kneel, crouch or crawl, talk or hear.
- Ability to sit at a desk or computer terminal for 5-7 hours daily.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Works inside & outside including motor vehicle travel between sites.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of Gardner Family Care Corporation, Inc. to provide equal employment opportunity to all people without regard to race, color, ancestry, religious creed, national origin, disability, medical condition, gender, age, sexual orientation, or marital status.