

# CYP Operations Clerk

NF-0303-02 (CYP 13-37)

## **Duties and Responsibilities**

CYP Operations Clerks perform a combination of duties related to one or more components of the CYP to include record keeping and reporting, liaising with families and programs, and monitoring and collecting fees and ordering supplies as outlined below.

- **Record Keeping and Reporting**

Prepares and maintains assigned reports, correspondence, and statistical and financial data pertaining to components within the CYP (i.e. CDC, CDH, SAC, YP, R&R, USDA, etc.). Ensures child registration and enrollment paperwork and USDA food program records are complete, current and readily available. Maintains office files and records, and reviews and submits completed paperwork for background checks.

- **Fees and Supplies**

Collects fees and charges and records payments in accordance with proper accounting procedures. Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures. Responsible for monitoring all supplies and resources. Notifies supervisor of delinquent payments and items that need to be ordered.

## **Physical Demands**

Work is primarily sedentary. The work environment involves everyday risks or discomforts such as exposure to disease that require normal safety precautions typical of childcare settings. Normal fire and safety precautions must be adhered.

## **Work Environment**

Work is conducted in an office setting that is adequately lighted, heated and ventilated. May be required to work an uncommon tour of duty to include evenings or weekends.

## **Conditions of Employment**

- Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease. Subject to special inoculation and immunization requirements.
- Must satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI).
- Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

## **Qualification Requirements**

- Minimum 18 years of age.
- High School Diploma or equivalent AND two (2) years of administrative experience.