

Job Description

Office Staff

Tasks

Operate office equipment such as fax machines, copiers, and phone systems, and use computers for bookkeeping, spreadsheet, word processing, database management, and other applications.
Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
Locate and attach appropriate files to incoming correspondence requiring replies.
Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
Complete forms in accordance with company procedures.
Make copies of correspondence and other printed material.
Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
Compose, type, and distribute meeting notes, routine correspondence, and reports.
Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
Operate computers programmed with accounting software to record, store, and analyze information.
Comply with federal, state, and company policies, procedures, and regulations.
Debit, credit, and total accounts on computer spreadsheets and databases, using QuickBooks or other accounting software.
Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
Code documents according to company procedures.
Access computerized financial information to answer general questions as well as those related to specific accounts.

Knowledge

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, grammar, and punctuation.
Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Abilities

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
Written Comprehension — The ability to read and understand information and ideas presented in writing.
Speech Clarity — The ability to speak clearly so others can understand you.
Speech Recognition — The ability to identify and understand the speech of another person.
Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
Near Vision — The ability to see details at close range (within a few feet of the observer).
Written Expression — The ability to communicate information and ideas in writing so others will understand.
Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
Time Management — Managing one's own time and the time of others.
Speaking — Talking to others to convey information effectively.
Writing — Communicating effectively in writing as appropriate for the needs of the audience.
Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
Mathematics — Using mathematics to solve problems.

Work Activities

Interacting With Computers — Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
Performing Administrative Activities — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers and receiving clients or guests.

Work Styles

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
Integrity — Job requires being honest and ethical.
Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
Initiative — Job requires a willingness to take on responsibilities and challenges.
Persistence — Job requires persistence in the face of obstacles.



Employment Application

Please print legibly and fill in all the blanks. Resumes may be attached, but a completed application is still required. Applications which are not completely filled and signed will not be accepted.

I. Personal Information

First Name	Middle Name	Last Name	
Home Address		City	ZIP Code
Home Phone	Cell Phone	Other Phone	Desired Compensation

II. References

Name	Relationship
Phone Number(s)	Best Time To Call
Name	Relationship
Phone Number(s)	Best Time To Call
Name	Relationship
Phone Number(s)	Best Time To Call
Name	Relationship
Phone Numbers()	Best Time To Call

III. Education History

High School Attended	Graduation Date	
College Attended	Major / Degree	Graduation Date
College Attended	Major / Degree	Graduation Date
College Attended	Major / Degree	Graduation Date

IV. Employment History

Name of Firm		Position / Title	
Supervisor		Phone Number(s)	
Begin Date	End Date	Starting Compensation	Ending Compensation
Duties Performed			
Reason for Leaving			
Name of Firm		Position / Title	
Supervisor		Phone Number(s)	
Begin Date	End Date	Starting Compensation	Ending Compensation
Duties Performed			
Reason for Leaving			
Name of Firm		Position / Title	
Supervisor		Phone Number(s)	
Begin Date	End Date	Starting Compensation	Ending Compensation
Duties Performed			
Reason for Leaving			

V. Questionnaire

	Yes	No
Are you available to work part-time?		
Are you available to work full-time?		
Are you available to work overtime?		
Are you available to work weekends?		
Have you ever applied for employment with Armor Clad Security before?		
Do you have any relatives employed or affiliated with Armor Clad Security?		
Did you receive a job description for the position you are applying for?		
Did you read the entire job description for the position you are applying for?		
Do you understand all that is specified in the job description for the position you are applying for?		
Do you have a valid California driver's license?		
Do you have reliable transportation?		
Can you fluently speak any language other than English?		
Have you ever been licensed as an alarm company employee?		
Are you 18 years of age or older?		
Have you ever been convicted of a misdemeanor or felony? If yes, please attach a written explanation.		
Will you be able to perform the essential job tasks for the position you are applying for with or without reasonable accommodation?		

VI. Experience

	None	Novice	Moderate	Expert
Answering multi-line phones				
Screening calls (solicitors, etc.)				
Copying				
Filing				
Typing (indicate WPM)				
Shipping (UPS, DHL, FedEx, etc.)				
Receiving (UPS, DHL, FedEx, etc.)				
USPS bulk mailing with permit				
Scheduling projects				
Scheduling service calls				
Scheduling sales appointments				
Dispatching				
Customer service				
Processing incoming correspondence				
Generating outgoing correspondence				
English grammar & composition				
Marketing				
Purchasing				
Inventory tracking				
General bookkeeping skills				
Financial reports				
Accounts payable				
Accounts receivables				
Collections				
Filing liens, preliminary notices, & lien releases				
Filing small claims cases				
Job costing				
Executing service and sales contracts				
Computing payroll				
IRS, EDD, and Workman's Comp filings				
Human resources				
Office management				
Personnel management				
General computer skills				
Internet skills				
Microsoft Word (general use)				
Microsoft Word (tables, macros, & advanced functions)				
Microsoft Excel (general use)				
Microsoft Excel (programming formulas, functions, & charts)				
Microsoft Access (general use)				
Microsoft Access (programming tables, field definitions, etc.)				
ACT! Contact Manager				
QuickBooks				
Website creation and design				
Graphic design				

VII. Qualifications

Explain any relevant qualifications you possess that will assist you in the performance of this job.

VIII. Certification and Authorization

I hereby certify that the information in this employment application is true and correct. I understand that, in the event of my employment by Armor Clad Security, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize Armor Clad Security to inquire into my educational, professional, and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any current or former employer to provide employment-related information about me to Armor Clad Security and will hold Armor Clad Security and my current or former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize Armor Clad Security to obtain any criminal, credit, and consumer check.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with Armor Clad Security, is intended to create an employment contract between myself and Armor Clad Security under which my employment could be terminated only for cause. On the contrary, I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or Armor Clad Security at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

I understand that if employed, I will be required to perform a Live Scan fingerprinting, sustain a criminal background check by the United States Department of Justice and the Federal Bureau of Investigation, and provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature: _____

Date: _____

Instructions

Please make sure you have responded to every inquiry and signed the application.

Resumes may be attached to the application, yet the entire application must be completed even if the information is already contained on your resume.

You may submit the completed application in person at the address below.

Armor Clad Security
716 Kearney Ave.
Modesto, CA 95350
209-522-3325

Monday – Friday
8:00 am – 4:00 pm