



**Carbon County
Job Description**

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|--------------------|--|------------------------|------------|
| Title: | Office Assistant | Job Code: | |
| Department: | Family Support and Children's Justice Center | Effective Date: | |
| Reports To: | Director | Last Revised: | |
| Part Time | | FLSA Status: | Non Exempt |

Overall Responsibility:

Performs clerical and general administrative functions for the Children's Justice Center and Family Support Center

Key Tasks and Responsibilities:

- Accurate telephone reception and message taking
- Public relation and customer service with community agencies and clients
- Inventory management of supplies and office equipment
- Inventory management of MDT monthly meeting supplies (drinks, paper products, silverware & napkins)
- Write receipts for incoming donations and monies
- Publish a yearly newsletter and maintain newsletter mailing list
- Record and disperse advisory board and staff meeting minutes
- Assist the CJC Coordinator in the case management system (CMS/data input)
- Maintain the resource directory of local resources available
- Attend meetings as needed
- Attend community events
- Assist in presentations to the community
- Fill in for the Nursery as needed
- Assist the Director as needed
- Responsible for checking the mail
- Handle all claims and invoices
- Maintain accounts revenue book
- Prepare monthly billing and leger reports
- Other duties as assigned (copying, faxing, correspondences, etc.)
- Assist center staff with cleaning

Skills and Attributes:

- Must maintain good rapport with families
- Must possess good communication skills
- Must be able to work well with children of all ages

Experience Requirement:

Must have or acquired valid CPR, First Aid, and Food Handler's certificates

Must be able to pass and maintain background check (BCI)

Previous secretarial experience required

Basic accounting knowledge

Must be able to type 50 wpm

Computer knowledge necessary (word, publisher, excel, internet)

Physical Effort/Environment:

When talking one must convey detailed or important instructions or ideas accurately, loudly, or quickly.

Able to hear average or normal conversations and receive ordinary information

Average, ordinary visual acuity necessary

Must be able to lift up to 50 pounds

Required to work outside of the center (playing with children, light yard work, activities)

Employee Signature

Supervisor Signature

Date