California Human Development
Creating Opportunities

Creating opportunities for people to rise above barriers in their pursuit of better lives.

PROGRAM/DEPARTMENT: Farmworker Services Program **LOCATION:** Stockton ASET Center	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel. CHD is an Equal Opportunity Employer.
JOB DESCRIPTION TITLE: Administrative Assistant	**POSITION STATUS:** **FLSA STATUS:** Regular Full-time Non-Exempt
SALARY: Grade 5	**PROGRAM HOURS:** 7:00 A.M. – 4:00 P.M., Monday through Friday

PROGRAM DESCRIPTION:

CHD is a private, non-profit (501c3) organization providing a variety of services throughout the Northern California area.

CHD's Farmworker Services Program provides skills training and job placement to low income individuals including migrant and seasonal farmworkers and their dependents who either wish to find full-time job opportunities outside of the agriculture field, wish to increase their skills to stabilize their employment and/or pursue higher education. It is expected that a large majority of the clients will be Spanish speaking.

SUMMARY:
Under the direction of the Center Manager, the Administrative Assistant will be responsible for overseeing office clerical support and performance of clerical support needs. The Administrative Assistant will also manage the office database as well as produce reports for the Farmworker Services Administrative Office.

ESSENTIAL FUNCTIONS:
Under the supervision of the Center Manager, the Administrative Assistant will perform the following duties:

A. Establishes priorities and performs all the clerical tasks and services related to an office.

B. Maintenance of files relating to the operations of farmworker services programs, including contracts, accounts payable, and all other materials necessary for maintaining accurate records.

C. Prepares and reviews correspondence for the Center Manager.

D. Receives, sorts, and distributes incoming and outgoing mail.

E. Uses Microsoft Office (MS Word, Excel, & PowerPoint), office equipment, type's proposals, reports, and other corporate documents.

F. Creates and maintains filing systems for all student files.

G. Ensures that complete records are maintained on all programs for students.

H. Prepares and submits other training related documents of students as scheduled.

I. Uses a variety of office equipment including word processor, computer terminal and printer, calculator and copy machines.

J. Complies data from a variety of standardized sources and makes list, reports or tabulations.

K. Enters and retrieves data from computer.

L. Supervises clerical and student assistant with office procedures.

M. At the request of the Center Manager, the Administrative Assistant shall perform a variety of unscheduled duties normally and traditionally performed by a receptionist/clerk typist.

N. Assists other support staff with assigned functions as needed.

O. Performs other related duties as assigned.

P.   Actively participate in the safety program and provide meaningful suggestions for working safely

KNOWLEDGE, SKILLS AND ABILITIES:
LANGUAGE SKILLS:
A. Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
B. Ability to conduct effective public relations.
C. Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
D. Ability to speak, read, and write fluently in Spanish is required.

MATHEMATICAL SKILLS:
A. Ability to use arithmetic skills normally applied in this position. Ability compute rates, ratios, and percentages, and to draw and interpret presentation charts.

REASONING ABILITY:
A.   Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
B. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
C. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
E. Ability to solve problems and resolve conflicts effectively.
F. Ability to maintain own psychological well-being.
G. Ability to recognize and manage personal bias.

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATIONS:
    EDUCATION: High School Diploma or GED

    EXPERIENCE:
A. At least two (2) years administrative assistant experience in a public or private non-profit employment and training program, or in appropriate Human Service situation, or the equivalent in an industrial or business training environment. Individuals will be considered who do not have work experience but do have a degree in the business administration field.

    B Paid or volunteer social service experience in the local community to be served.
    C Ability to use personal computers, including Internet, e-mail, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

OTHER REQUIREMENTS:
    A. Able to attend approved training as needed.
    B. Ability to work some evenings and weekends.
    C. Performs other related duties as assigned.

WORKING CONDITIONS:
    A)   PHYSICAL DEMANDS**:**
    The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

    This position requires**:**

Frequently:	Sitting, Standing, Walking, Bending, Seeing, Hearing, Speaking
Occasionally:	Twisting, Pushing/Pulling
Seldom:	Climbing, Stooping, Squatting, Kneeling

    Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

    B)   WORK ENVIRONMENT:
    This is a fast paced environment and the noise level is usually moderate.

CERTIFICATES, LICENSES:
- Valid California Driver's license.
- Proof of insurance on personal automobile.
- DMV printout of driving record.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

_____   _____
Employee's Signature   Date   Supervisor's Signature   Date