



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

California Human Development Job Description

EMPLOYEE NAME:

JOB TITLE: Administrative Assistant

DEPARTMENT/DIVISION: Farmworker Services & Workforce Development

REPORTS TO: Administrative Coordinator

FLSA STATUS: Non-Exempt

LOCATION: Woodland

REVISED DATE: 01/22/2020

Summary Description:

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.

DUTIES AND RESPONSIBILITIES:

- Establishes priorities and performs all the clerical tasks and services related to an office.
- Maintenance of files relating to the operations of farmworker services programs, including contracts, accounts payable, and all other materials necessary for maintaining accurate records.
- Prepares and reviews correspondence for the Center Manager.
- Receives, sorts, and distributes incoming and outgoing mail.
- Uses Microsoft Office (MS Word, Excel, & PowerPoint), office equipment, types reports, and other Stockton ASET related students training documents.
- Creates and maintains filing systems for all student files.
- Ensures that complete records are maintained on all programs for students.
- Prepares and submits other training related documents of students as scheduled.
- Uses a variety of office equipment including word processor, computer terminal and printer, calculator and copy machines.
- Compiles data from a variety of standardized sources and makes list, reports or tabulations.
- Enters and retrieves data from computer.
- Supervises clerical and student assistant with office procedures.
- 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.
- Assists other support staff with assigned functions as needed.
- Performs other related duties as assigned.
- Actively participate in the safety program and provide meaningful suggestions for working safely

Supervisory Responsibilities

Yes - office clerical support staff

Required Skills and Abilities

- Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
- Ability to conduct effective public relations.
- Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
- Ability to speak, read, and write fluently in Spanish is required.
- Ability to use arithmetic skills normally applied in this position. Ability compute rates, ratios, and percentages, and to draw and interpret presentation charts.
- Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- Ability to solve problems and resolve conflicts effectively.
- Ability to maintain own psychological well-being.
- Ability to recognize and manage personal bias.
- Able to attend approved training as needed.
- Ability to work some evenings and weekends.
- Performs other related duties as assigned.
- Ability to independently travel to various worksites, as assigned. If by company or personal vehicle, must possess valid California drivers' license, proof of auto insurance and be insurable under agency policy.

Education and/or Experience

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

Certificates, Licenses, Registrations

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.

Physical Requirements

Frequently: Sitting, Standing, Walking, Bending, Seeing, Hearing, Speaking

Occasionally: Twisting, Pushing/Pulling

Seldom: Climbing, Stopping, Squatting, Kneeling

Vision: Must have close, distance, color, and peripheral vision. Must also have depth perception and ability to adjust focus

Work Environment

Moderate noise level found in a business office with computers and printers, light traffic

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Reviewed by Human Resources: _____ Date: _____