



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

To enrich lives through a continuum of education and wellness services.

JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT – (LEGAL & HR DEPARTMENT)

DATE POSTED: October 2, 2018 **APPLICATION DEADLINE:** Open Until Filled

Position no./ Range: 0007/ 48.00

Union Status: Non- Union

Starting Pay/ Range: \$19.83 - \$21.89 p. hr.

Status/ Hours: FT / Non- Exempt

Hours of Work: Monday- Friday 8:00a- 5:00p

No. of Positions: 1

Location: 5660 Copley Dr., SD, CA 92114

Dept. / Program: Human Resources & Legal

Basic Job Assignment:

Under general direction, the Administrative Assistant will perform a wide variety of highly responsible, complex, and often sensitive and confidential office administrative and secretarial/office support for the Executive VP/General Counsel (60%) and the Associate VP, Human Resources (40%) by providing responsible, para-professional administrative assistance in data analysis, collection, and litigation support; and performs related duties as assigned.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of office administrative and management practices and procedures; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation; basic data processing principles and the use of word processing and computer equipment and software; and record keeping, filing and purchasing practices and procedures. The ideal candidate will also have the ability to operate a computer terminal and / or computer using word processing, spreadsheet, database and other standard business software; type accurately at a speed necessary to meet the requirements of the position; organize, set priorities and exercise sound independent judgment within areas of responsibility; interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies; train others in work processes and procedures; organize, research and maintain complex and extensive office files; compose correspondence from brief instructions; communicate clearly and effectively orally and in writing; prepare clear, accurate and concise records and reports; maintain sensitive and confidential information; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers; and establish and maintain highly effective working relationships with officials, staff, the public and others encountered in the course of work. The incumbent must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- Graduation from a college or university;
- Two years of office administrative or secretarial experience or an equivalent combination of training and experience;
- Experience handling highly confident information and documents;
- A high level of proficiency in Microsoft Office Suite required;
- Superior Customer Service skills required;



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Example of Major Functions:

- Develops, implements and monitors work plans to achieve goals and objectives;
- Ensures a high-performance, customer service-oriented work environment which supports achieving the department's and NHA's mission, objectives and values;
- Participates in the development and implementation of department and / or agency policies and procedures;
- Provides administrative and office support to EVP/General Counsel and AVP-HR executives, typing and / or drafting memoranda, correspondence, board transmittals and other documents and reports;
- Ensures materials and reports for signature are accurate and complete;
- For EVP/General Counsel and AVP-HR, maintain appointment calendars, coordinate meetings, screening requests for the executives' time and assisting executives with effective time management;
- Proofreads and checks typed and other materials for accuracy, completeness and compliance with NHA standards, policies and procedures;
- For EVP/General Counsel and AVP-HR, receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and use of sound independent judgment;
- Responds to complaints from officials, staff and the public, refers the complaint to appropriate staff and / or takes or recommends action to resolve the complaint;
- Reviews, determines the priority and routes incoming correspondence;
- Researches and assembles information from a variety of sources for the preparation of records and reports;
- Makes arithmetic or statistical calculations;
- For EVP/General Counsel and AVP-HR, organizes and maintains office files and other documents;
- Provides responsible para-professional and technical assistance in the analysis, implementation and monitoring of section and / or agency-wide programs;
- Assists in developing and compiling the annual department (Legal and Human Resources) budgets;
- Directs and participates in implementing the Legal department's records management procedures in accordance with the requirements of NHA's records management program;
- Coordinates and participates in purchasing equipment, materials and supplies.
- Serves on special committees and task forces;
- Schedules meetings, prepares agenda and minutes for special groups and coordinates the completion of staff assignments for presentation to such groups.
- Conducts special studies and recommends organizational, procedural or other changes.



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: recruiting@neighborhoodhouse.org. Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

NOTE: *Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.*

ABOUT NHA

The neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

BENEFITS:

Eligible employees receive the following benefits: Vacation;

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| • Sick leave; | • 401K Retirement Plan; | • Life & Disability insurance; |
| • 13 paid holidays; | • Medical; | • Supplemental Life & |
| • Two (2) personal days; | • Dental; | Voluntary Products; |
| • Four (4) days annual bereavement leave; | • Flexible Spending Account (FSA); | • Social Security; |

**Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.*

INTRODUCTORY PERIOD:

All regular appointees serve 6 months' introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department