



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

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

## JOB ANNOUNCEMENT

### OFFICE ASSISTANT II- HEAD START

**DATE POSTED:** October 26, 2018

**APPLICATION DEADLINE:** Open Until Filled

**Position no./ Range:** 0031/ 43.00

**Union Status:** Union

**Starting Pay/ Range:** \$15.88 - \$17.53p. hr.

**Status/ Hours:** FT / Non- Exempt

**Hours of Work:** 8:00a- 5:00p

**No. of Positions:** 2

**Location:** Area 1 Administrative Office:  
2820 Camino Del Rio South Suite 212

**# of Weeks:** 42

**Dept. / Program:** Head Start

#### **Basic Job Assignment:**

Under general supervision, performs a wide variety of routine to moderately difficult clerical support functions, including greeting visitors in person and by telephone, data entry and records management duties; types a variety of correspondence, documents, reports and other materials requiring skilled word processing; and performs related duties as assigned.

#### **Employment Requirements:**

The ideal candidate will have extensive knowledge and experience in: Office administration practices and procedures; Correct English usage, including spelling, grammar and punctuation; NHA and EHS section rules, policies and procedures applicable to assigned areas of work; Recordkeeping and filing practices and procedures; Word processing, spreadsheet and other standard business software; and Records management 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; Operate standard office equipment; Communicate clearly and concisely, both orally and in writing; Organize, set priorities and exercise sound independent judgment within areas of responsibility; Organize and maintain office and specialized files; Understand and follow written and oral instructions; Prepare clear, accurate and concise records and reports; Use tact, discretion and courtesy in dealing with officials, the public and others encountered in the course of the work; Establish and maintain effective working relationships with NHA managers, employees and others encountered in the course of work; Ability to perform high-volume data entry accurately and at a speed to meet established production standards. In addition, the candidate should possess a professional presence, be approachable and committed to creating an open and customer focused department, and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- Graduation from high school or G.E.D. equivalent; **AND**
- A minimum of three years' office clerical or secretarial experience; **AND**
- Ability to type a minimum of 40 words per minute. *A typing certificate must be submitted with application;*
- Proficient in Microsoft Word and Excel;
- Valid California Driver's License;
- Certification in pediatric first aid and CPR must be met within 90 days of employment;



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### **Example of Major Functions:**

- Types, formats, edits, revises, proofreads and prints notices, reports, correspondence, memoranda, transmittal sheets, statistical charts and other documents;
- Composes routine correspondence including typing from rough notes, drafts and brief oral instructions;
- Edits and revises materials;
- Creates and maintains databases of records, lists and projects;
- Generates reports and documents including standard statistical spreadsheets;
- Designs and revises routine to moderately difficult forms, charts and graphs;
- Operates a computer and performs word processing and / or data entry in accordance with standard procedures and computer software requirements;
- Verifies the accuracy of materials produced and / or input data;
- Operates a variety of standard office equipment;
- Provides secretarial and general office support services for managers, supervisors and staff;
- Schedules meetings and makes meeting arrangements;
- Prepares and distributes agendas and minutes;
- Collects data, compiles required information and types standard agreements and contracts for approval, signature and execution;
- Maintains a variety of standard office and specialized records and files;
- Prepares manuals, computer logs, and files;
- Summarizes information and prepares routine reports;
- Picks up and distributes incoming mail;
- Opens, logs and routes incoming office mail and stuffs, sorts and prepares outgoing mail; also mails requested materials and documents;
- Retrieves, delivers and sends faxes;
- Acts as receptionist for assigned unit/ office; answers, screens and refers telephone calls, takes telephone messages;
- Assists clients and others in person and / or by telephone;
- Responds to questions and complaints in a professional manner;
- Copies, compiles and distributes documents and materials;
- Sorts, codes, cross-references, duplicate and file a wide variety of records and documents;
- Pulls files upon request and makes new file folders;
- Retrieves, duplicates and distributes copies of records;
- Creates and maintains chronological files;
- Maintains up-to-date file listings, indexes and cross-references;
- Monitors and maintains inventories of standard office supplies and materials;
- Types purchase requisitions and check requests;
- Operates a variety of standard office equipment;
- Performs miscellaneous clerical and secretarial tasks;
- Troubleshoots and performs minor maintenance on duplicating equipment and other office machines;
- Submits requisitions for duplicating equipment supplies, repairs and services.



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://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](mailto: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;

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