



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

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

## JOB ANNOUNCEMENT

### SR. OFFICE ASSISTANT

<b>DATE POSTED:</b>	<b>December 11, 2018</b>	<b>APPLICATION DEADLINE:</b>	<b>OPEN UNTIL FILLED</b>
<b>Position #/Range:</b>	1051/44.01	<b>Union Status:</b>	Non-Union
<b>Starting Pay Range:</b>	\$16.85 - \$18.60 per hour	<b>Status/Hours:</b>	Full-time/Non-Exempt
<b>Hours of Work:</b>	Monday- Friday: 8:30 a.m. - 5:30 p.m.	<b># of Weeks:</b>	48
<b>Location:</b>	2820 Camino Del Rio S. Ste. 212, SD 92108	<b>Dept./Program:</b>	Head Start / Area 1

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

Under the supervision of the Area Director, performs a wide variety of highly responsible, complex, sensitive, and confidential office administrative and secretarial/office support functions in a major NHA section; provides responsible, para-professional administrative assistance in the analysis, implementation and monitoring of programs; may delegate tasks and supervise the work of other office support staff; and performs related duties as assigned.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of 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; perform high-volume data entry accurately and at a speed to meet established production standards. In addition, the candidate should possess a professional presence, have the skills and ability to supervise subordinate staff, 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 successful completion of a GED program; **AND**
- A minimum of three (3) years of office administrative or secretarial experience demonstrating accuracy, thoroughness, and neatness; **OR**
- An equivalent combination of education/training and experience obtained through vocational training such as ROP, etc.; **PLUS**
- Ability to type a minimum of 40 words per minute. **A typing certificate must be submitted prior the offer of employment;**
- Proficiency in Microsoft Word and Excel required;



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- Valid California Driver's License;
- Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB, Physical, Immunizations).

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

- Types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, transmittal sheets, agreements, contracts, legal documents, technical charts and tables and other specialized and technical materials;
- Types from rough notes, drafts, dictation, modified standard formats and brief oral instructions;
- Edits and revises materials on diskette;
- Develops, revises and maintains standardized and master documents;
- Composes correspondence, reports and informational materials;
- Assists in designing and producing technical information handouts;
- Maintains records and logs of specialized or technical documents processed;
- Reviews documents for accuracy, completeness and compliance with requirements;
- Sets up case files;
- Answers, screens and refers telephone calls;
- Calendars appointments;
- Assists the public in person and by telephone;
- Responds to complaints from clients and the public, refers complaints to appropriate staff and/or takes or recommends action to resolve the complaint;
- Maintains a variety of confidential files;
- Prepares and types personnel documents;
- Processes and distributes Substitute time cards;
- Copies, compiles and distributes contracts, reports and documents.
- May exercise technical and functional supervision over assigned office support staff;
- May train others in operating policies and procedures;
- Assists in assembling and preparing the assigned unit's annual budget;
- Monitors expenditures against budget;
- Prepares purchase requisitions and requests for payment;
- Makes and confirms travel arrangements;
- Types itineraries, requests travel advances and compiles expense reports.



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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;

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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 six (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**