

JUDI'S PLACE FOR KIDS

JOB DESCRIPTION

Position Title: **Office Assistant**

Classification: **Non-Exempt**

Reports to: **Executive Director**

Supervises: **None**

Hours: **Part-Time**

Job Summary: The Office Assistant provides receptionist and other duties that assist with the operation of the agency.

Essential Functions:

1. Serve as receptionist and waiting room monitor when clients are present in the building. Greet visitors and clients.
2. Assist other staff on a variety of clerical tasks, including operating copy machine, checking mail, filing and answering the telephone.
3. Assists in maintenance of cleanliness of facility.

Other Functions: Perform other related duties as assigned by the Executive Director.

**Working Conditions/
Environment:** Works in a clean, well-lit, temperature controlled professional environment.

Tools/Equipment Used: Operate a photocopier, telephone, and fax machine on a routine basis. Operate a security system as needed.

Requirements/Qualifications:

1. Must have a high school diploma or equivalency certificate and one year of training or experience in secretarial or computer skills or office management.
2. Must complete application/screening process.
3. Must sign authorization release forms for required criminal and other background checks.
4. Per 920 KAR 2:040, an employee of a children's advocacy center shall be at least twenty-one (21) years of age.
5. Per 920 KAR 2:040, an applicant for employment shall submit to a criminal records check in accordance with KRS 17.165 and a central registry check in accordance with 922 KAR 1:470 during the application process and every two (2) year thereafter while employed by the center.

6. Must read and sign personnel policies.
7. Must have good interpersonal skills, ability to deal with persons in crisis, and the ability to work under stress.
8. Professional attitude toward office work.
9. Must attend all staff meetings and other meetings and trainings as requested by Executive Director.
10. Must be committed to work against discrimination due to race, color, creed, sex, age, or victim status in the field of child victim services. Demonstrate sensitivity to the diverse socioeconomic and cultural background of clients and the community.
11. Ability to work in a fast-paced environment.
12. Office experience; office machine knowledge.
13. Excellent oral and written communication skills, including phone skills.
14. Ability to maintain effective and harmonious working relationships with the public and other employees.
15. Ability to maintain confidentiality.

Physical Demands

The physical demands here are representative of those that must be met by an employee to perform to essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to manually handle light to moderate materials

Ability to sit, stand, and move from one area to another

Close mental, visual, and auditory attention with supervision of clients.

Ability to communicate effectively with clients, staff, visitors, and the community.

Work Environment

The work environment characteristics described here are representative of those that are encountered by an employee to perform to essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise level is usually moderate to occasionally boisterous

Temperature controlled climate

Possible exposure to infectious illnesses of children, including head lice