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| **County seal.TIF** | | **Delaware County**  **Job Description** | | |
| **Job Title** | Administrative Assistant | | **EEO Classification** | Administrative Support Workers |
| **Department** | CASA | | **EEO4 Function** | Financial Admin |
| **Supervisor** | CASA Director | | **Job Grade** | N/A |
| **Work Schedule** | 29 hours, M-F | | **Status** | Part-time |
| **FLSA Status** | Exempt | | **Position Type** | Hired |
| **Job Category** | COMOT (Clerical-Comp, Office Machine Operations, Technician) | | **Effective Date** |  |

***To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Delaware County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.***

RELATIONSHIPS

Reports to: CASA Program Director

Subordinate Staff: Collegiate Interns

Other Internal Contacts: Court Staff, CASA Volunteers and other CASA staff

External Contacts: Attorneys and their staff, Department of Child Services, service providers, general public, medical providers, law enforcement agencies, local businesses, courts from other counties,

JOB SUMMARY

The Administrative Assistant provides administrative support to ensure efficient operation of the CASA office. Supports volunteer supervisors and other staff through a variety of tasks related to organization and communication.

JOB DOMAINS

*NOTE: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.*

1. **Data Entry – 60%**
2. Scan documents and records and enter data into Optima regarding children/cases and volunteers.
3. File incoming court documents into Optima and maintain an organized electronic filing system.
4. Prepare and e-file Court Orders that appoint the CASA Program.
5. Close cases in Optima once the court terminates jurisdiction.
6. Maintain CASA Order directory; add orders of new cases and remove orders of closed cases.
7. Assist with the management of court hearing information including notes and upcoming hearing dates.
8. Conduct monthly data reviews to insure the Optima database is accurate, up-to-date, and reliable. Make corrections/updates to any missing or inaccurate data.
9. **Program Support – 40%**
10. Perform administrative tasks, including mail distribution, faxing, and scanning etc.
11. Track office supplies needed for staff.
12. Train interns on clerical duties.
13. Participate in program staff meetings and take detailed minutes.
14. Handle requests and queries in person, via telephone or email from other staff.
15. Assist with the development and implementation office procedures.
16. Answer and field phone calls.
17. Greet visitors and direct them to the appropriate individual.
18. Provide office coverage as needed.
19. Support Volunteers as requested.
20. Participate in special events as needed.
21. Other duties as requested by other staff or assigned by Director.

KNOWLEDGE, SKILLS, AND ABILITIES

1. The ability to work cooperatively with different types of personalities.
2. Established skills in oral and written communication.
3. Excellent time management skills and ability to multi-task and prioritize work.
4. Attention to detail and problem solving skills.
5. Literacy in basic computer programs, such as Word and Excel.
6. Ability to work independently.
7. Commitment to CASA’s goals and mission.

WORKING CONDITIONS

1. Incumbent performs duties in standard office environments with little or no unusual physical demands associated with normal activities.
2. Some travel required for continuing education.
3. Incumbent will face court-ordered deadlines.
4. Responsible for confidential and time sensitive documentation.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. High school diploma or GED; college degree preferred; or, two or more years of clerical experience.
2. Certified as a Court Appointed Special Advocate or must become certified within time allotted by the CASA Director.

PROFICIENCY

1. It may take six (6) to nine (9) months to become proficient in this position.

2. Employee should stay current with local and statewide administrative rules, policies, and procedures, and adhere to the same to ensure continued proficiency in the position. The employee should become proficient within six (6) to nine (9) months as new rules, policies, procedures, technology, and applications arise.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES TO BE PERFORMED, BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK PROJECTS OR DUTIES AS ASSIGNED BY SUPERVISORS. THIS JOB DESCRIPTION IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

**DOCUMENT HISTORY**

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| **Initial Document** |  | **Original Author: Ashley Soldaat** | | **Title: Director** | |
|  | **Department: CASA** | | **Date Drafted: 4/2/2019** | |
|  |  |  | |  | |
| **Change  History** |  | **Revision** | **Description of Changes** | **Approval Date** | **Approved By** |
|  | 0 | Original document | 03/04/2020 | Pam McCammon, HR Director |
|  |  |  |  |  |  |

***The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.***