

**Family Support Services of North Florida
Job Posting**

Job Title: Administrative Assistant – PART TIME
Department: IPT Team
FLSA Status: Part-Time / Non-Exempt

Posting Date – January 11, 2012

Please submit cover letter and resume to careers@fssnf.org

Summary:

This position will provide administrative assistance to the IPT team and ensure that all documentation is accurate, complete and maintained according to standards. This position will also perform other administrative tasks as required.

Essential Duties and Responsibilities:

- Records all meetings accurately and completely
- Distribute the IPT Action Plan to all appropriate parties.
- Maintains records in an organized, easy to reference manner.
- Follows up on all tasks to ensure successful completion.
- Maintains alphabetical and chronological files and records of office correspondence, documents, reports and other materials.
- Operates and/or utilizes a variety of standard business and office machines and equipment including: typewriters, word processors, transcription equipment, calculators, copiers etc.
- Completes all assignments according to strict deadlines.
- Performs related work as required.

Supervisory Responsibilities:

None

Qualifications: (Required knowledge, skills and abilities)

- Excellent typing skills (60 wpm)
- Expert in Microsoft Word Processing
- Highly organized and detail oriented
- Responds well to direction
- Excellent follow-up skills
- Ability to work in a fast-paced environment and respond to changes in priority
- Ability to organize files and records
- Ability to perform basic arithmetical calculations
- Ability to correct spelling, punctuation and grammar
- Ability to type letters, memoranda and other standard business forms in correct format
- Ability to handle telephone calls in a courteous and effective manner
- Ability to plan, organize and coordinate work assignments
- Ability to communicate effectively
- Ability to establish and maintain effective working relationships with others

Education and Experience:

Requires a high school diploma and at least three years experience in a clerical, data management or related field.

LANGUAGE SKILLS

Ability to understand and record meeting content while participants are speaking. Ability to read and interpret documents.. Ability to communicate effectively with staff. Ability to write reports and correspondence. Ability to speak effectively before small and large groups.

MATHEMATICAL SKILLS

Ability to calculate figures, amounts, and percentages

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables with a minimum of direction. Ability to interpret a variety of instructions furnished in written or oral form.

PHYSICAL DEMANDS

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

Employee must be able to complete paperwork, computer tasks, and drive to locations within greater Duval and Nassau Counties.

WORK ENVIRONMENT

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

The work environment is varied. The office environment is usually quiet. The outside environment is dependent on client population.