



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Posted: March 2, 2017
Open Until Filled

POSITION: OFFICE ASSISTANT III (LIMITED-TERM)
(BILINGUAL REQUIRED, BILTERATE PREFERRED)

PROGRAM: CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under supervision by the Program Director, the Office Assistant III performs a variety of office support functions, including maintaining records and compiling reports, processing mail, filing, and typing.

DUTIES & RESPONSIBILITIES:

1. Receives and screens telephone calls, providing information as necessary or directing the caller to the proper person.
2. Maintains a variety of records that may require making simple arithmetic calculations.
3. Assists to prepare a variety of periodic and special reports, which may require gathering data from several sources, compiling such data, and arranging it into an established format.
4. Performs a variety of general office support activities, such as maintaining files and preparing correspondence, reports, forms, schedules, agendas, minutes, and a variety of other materials from rough drafts or brief notes.
5. Opens and routes incoming correspondence; processes out-going mail as required.
6. Uses a variety of standard office equipment.
7. Attends to and checks program participants in and out.
8. Develops and maintains effective working relationships with other staff members, representatives of community agencies and the public.
9. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
10. Performs other duties as assigned.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

EMPLOYMENT STANDARDS:

Knowledge of:

- standard office practice and procedures, including answering the telephone, record keeping, and the use of standard office equipment.

Skill in:

- dealing with callers in person and over the telephone, determining the nature of the call and referring them to the proper person;
- maintaining accurate records, compiling data, and preparing reports according to an established format;
- filing accurately and making accurate arithmetic calculations;
- processing incoming and outgoing mail;
- working cooperatively with other agency personnel;
- attending to a variety of office support details;
- using standard office equipment;
- typing at a rate of 45 words per minute from a printed copy; and
- dealing tactfully, cooperatively, and effectively with other agency staff members, community organizations, and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.

OTHER REQUIREMENTS:

- Bilingual in Spanish/English required, biliterate preferred.
- Must be energetic, task-oriented, and enjoy working in a busy central office.
- Must be Computer literate, PC preferred; knowledge of Excel, data base and spreadsheet programs required.
- Must possess a valid CA Driver's License, have access to drive a motor vehicle, and be insured.
- Must pass a criminal background check and maintain a clean record.

UNION:

The Office Assistant III position is represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:

- This is a limited-term, non-exempt, 20 hr/wk position.
- The starting rate of pay for this position is \$13.39 per hour, depending on experience (plus a \$.40/.10 per hour bilingual/biliterate differential after passing a test administered by the Human Resources Department).
- Onsite attendance is required.

BENEFITS:

- Paid holidays and sick leave, pro-rated.
- Paid lunch if applicable.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at <http://communitybridges.org/employment>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.