



211 LA COUNTY

INFORMATION AND REFERRAL FEDERATION OF LOS ANGELES COUNTY
Serving Los Angeles County since 1981

Make a Difference in Your Community! Since 1981, 211 LA County has been a leader in the Information and Referral industry by providing access to comprehensive social services and disaster support for Los Angeles County residents, 24 hours a day, 7 days per week to over 28,000 health and human service programs.

POSITION: SENIOR ADMIN SERVICES ASSISTANT	REPORTS TO:	ADMINISTRATIVE MANAGER
STATUS: PART-TIME/NON-EXEMPT	DEPARTMENT:	ADMINISTRATION
TO APPLY: VISIT LINK TO APPLY: https://211la.bamboohr.com/jobs/view.php?id=28	DATE:	MARCH 2019
	DEADLINE:	UNTIL FILLED

POSITION SUMMARY:

As a 211 LA County **Senior Admin Services Assistant** you'll provide administrative support to general office and special grant funded projects. Administrative support is provided through a variety of tasks some of which are assistance with organization, follow-up, or materials preparation for agency services and assistance in support of core information and referral services. This position is also responsible for the development of forms, preparation of correspondence, maintenance of office supplies and interaction with vendors.

POSITION ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Greet agency visitors.
- Answer administrative phones and connect callers appropriately.
- Receive requests for clerical assistance from all agency departments; process appropriately.
- Type, photocopy, and prepare formal documents including RFPs and training materials.
- Maintain database logs and prepare reports for activities, including editing and updating of entries.
- Prepare general correspondence from verbal instructions.
- May search the database for appropriate resources or with a variety of specialized data input tasks.
- Provide general filing tasks and other documentation for hard copy files.
- Provide additional clerical support as directed.
- Perform special assignments and other duties as assigned and in accordance with established Agency mission and values.

IDEAL CANDIDATE WILL HAVE:

- Strong ethical and moral values.
- Effective organizational skills and the ability to handle multiple activities with changing priorities simultaneously.
- Outstanding written and verbal communication skills along with strong analytical skills.
- Ability to interact and to be responsive at all levels within the organization.
- Effective and comprehensive computer skills including Microsoft Office; Word, Access, and Excel.
- Ability to type a minimum of 45 wpm (word per minute) at a 90% accuracy rate.
- Effective time management skills; ability to evaluate priorities and appropriately schedule work.
- Comprehension of basic structures and logic of databases and data entries.

- Strong problem solving skills; ability to be flexible and detail oriented and can work with minimum direct supervision.
- Ability to work independently and in group settings; collaborative team work.
- Possession of a valid California Driver's License, proof of current insurance and access to an automobile.

PHYSICAL DEMANDS:

As a 211 LA County **Senior Admin Services Assistant** you will regularly be required to: work at a desk, conference table and work at a computer for extended periods of time. You will be frequently required to walk and sit and occasionally required to stand. You will be frequently required to lift files and/or open filing cabinets. You will frequently be required to lift up to 25 pounds, it may be unassisted. You will be occasionally required to drive to locations to attend meetings or tend to other agency business.

REQUIRED EDUCATION AND/OR EXPERIENCE:

The ideal candidate must have a minimum of two years of college or a substantially equivalent experience; and one year experience in a clerical or customer service capacity or other capacity that requires interaction with the public.

COMPENSATION RANGE:

Salary is commensurate with prior experience, education, and abilities.

EMPLOYEE BENEFITS:

- Medical, Chiropractic/Acupuncture Coverage at 50% Share of Cost.
- 401(k) Plan; with 4% Employer Contribution (After 1 Year of Employment).
- Employer Sponsored Basic Life Insurance.
- Voluntary Supplemental Life Insurance and Long Term Disability Insurance.
- Employee Assistance Program (EAP).
- Voluntary Pet Insurance (VPI).
- Voluntary Flexible Spending Account.

Veterans or Former Military Welcomed

211 LA County is an equal opportunity employer and complies with all applicable federal, state and local employment laws. 211 LA County strictly prohibits and does not tolerate discrimination because of race, color, religion, sex (including pregnancy), national origin, sexual orientation, gender identity or expression, age, disability, military status, or genetic information. This applies to all stages of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.

211 LA County complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, 211 LA County will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. 211 LA County will also provide reasonable accommodations for an employee's sincerely held religious beliefs or practices, unless doing so will not create an undue hardship. 211 LA County prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations.