

**PSW**  
**194 West Poplar Avenue**  
**Porterville, CA 93257**

***Internal Posting-closes 10/09/2018 & Outside posting closes 10/12/2018 @ 4:00 p.m.***

**Job Opportunity**

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**Posting Date:** 10/05/2018

**Application Deadline:** 10/09/2018 @ 4:00 p.m.

**Position:** Administrative Assistant

**Department:** ILP Program

**Grade:** 2 - \$11.37 – \$17.94

**Status:** Regular

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- Job Summary:** To perform routine office duties and to act as receptionist.
- Supervision Received:** Works under the direction of the Program Supervisor or Director as assigned.
- Education & Experience Required:**
1. High School Diploma or GED from an accredited national or regional agency. and
  2. Business College Certificate from an accredited national or regional agency, College or University. Four (4) years of general office work involving typing, filing, and record keeping.
  3. Work experience may be substituted for education on a two for one basis.
- Special Skills & Knowledge:**
1. Must be able to follow general office procedures and routines, and use office equipment and understands its application.
  2. Minimum type speed of 45 words per minute
  3. Word processing skills of at least 60 wpm..
  4. Working knowledge of Word, Excel, Access and Power Point.
  5. Correct English word usage, spelling, grammar and punctuation.
  6. Records and file management.

Must be at least 21 years of age and have DMV record acceptable to PSW insurance company.

**Duties & Responsibilities:** Reference job description for details.

**All PSW internal applicants must have an “Usually meets” rating on current and/or immediate preceding year’s annual evaluation to be eligible to apply.**

**For further information, please contact:**  
**Laura Powell at (559) 784-1399 ext. 1014 or Cheryl Haugen (559) 784-1399 ext. 1015**

**Send Internal Applications to Human Resource Department**

## PSW

### Job Description

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<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Job Summary:</b>	To perform routine office duties and to act as receptionist.
<b>Salary Grade:</b>	Grade 2
<b>Supervision Received:</b>	Works under the direction of the Program Supervisor or Director as assigned.
<b>Supervision Exercised:</b>	May oversee trainees in the performance of clerical duties related to overall agency operations.
<b>Education &amp; Experience Required:</b>	<ol style="list-style-type: none"> <li>1. High School Diploma or GED from an accredited national or regional agency.</li> <li>2. Business College Certificate from an accredited national or regional agency, College or University. Four (4) years general office work involving typing, filing, and record keeping.</li> <li>3. Work experience may be substituted for education on a two for one basis.</li> </ol>
<b>Special Skills &amp; Knowledge Required:</b>	<ol style="list-style-type: none"> <li>1. Must be able to follow general office procedures and routines, and use office equipment and understand its application.</li> <li>2. Minimum typing speed of 45 words per minute.</li> <li>3. Word processing skills of at least 60 wpm. Working knowledge of Word, Excel, Power Point and Access.</li> <li>4. Correct English word usage, spelling, grammar and punctuation.</li> <li>5. Records and file management</li> </ol>
<b>Job Essential Elements:</b>	<ol style="list-style-type: none"> <li>1. Must be able to pass a pre-employment drug screen, physical and criminal records check.</li> <li>2. Must be at least 21 years of age.</li> <li>3. If required to drive PSW vehicle or personal vehicle for company business, must have and maintain valid California driver license and DMV record acceptable to PSW insurance. Must maintain current vehicle insurance with a copy on file when using personal vehicle for PSW business.</li> <li>4. Must be able to individually lift 50 pounds from floor level to waist height observing appropriate safety practice when lifting, stooping or bending and in the performance of all other job functions.</li> <li>5. Must be able to use proper two person lifting techniques.</li> <li>6. Must work cooperatively with co-workers, clients, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality.</li> <li>7. Must be at work when scheduled unless otherwise excused by supervisor.</li> </ol>

8. Must demonstrate punctuality in the performance of all other job duties.
9. Must be able to communicate clearly and concisely, in English, both verbally and in the written form.
10. Ability to perform secretarial work with speed and accuracy.
11. Must be able to perform repetitive work activity.
12. Observe all workshop departmental policies and procedures.
13. Make arrangements for meetings, conferences, workshops and business trips.
14. Operates a variety of modern office machinery.
15. Prepares reports, schedules, correspondence, flyers, bulletins, calendars brochures and office forms.
16. Plan and/or assist in the coordination of Workshop or program events as assigned.
17. Must be able to multi-task.
18. Must be able to complete all other duties as assigned.

**Job Duties :**

1. Acts as receptionist and greets visitors to the facility.
2. Answers incoming calls; routes calls through switchboard system; takes and distributes messages to staff and clients.
3. Opens, sorts, and distributes incoming and in-house mail as required.
4. Records minutes for various meetings and in-services as required and distributes copies accordingly.
5. Prepares mail outs for correspondence, memos and forms as required.
6. Arranges/confirms various meetings as directed by supervisor.
7. Orders office supplies.
8. Maintain all files and the confidentiality of contents.
9. Maintain Board, Company or Department Policies and Procedures as required.
10. Maintain MSDS files as required.
11. Maintain facility key log and key distribution as necessary.
12. All other duties as assigned.