



Job Opportunity

Internal & Public posting

Applications accepted until *Tuesday August 12, 2025 at 3:00 PM*

Job Title:	Administrative Assistant (At Will)	Posting Date:	Thursday, August 7, 2025
Salary range/ Grade	3 - (\$18.00 - \$33.40/ hr.)	Internal Application deadline:	<i>Monday August 11, 2025 at 4:00 PM</i>
Status:	Regular, Full time	Department:	Program Services

Job Summary: This position functions within an office environment involving regular interaction and front office support for the PSW Administration department. This position upholds a professional presence while fostering a welcoming and supportive environment for applicants, families, community partners, and PSW employees. This position will be responsible for ensuring the smooth day-to-day operation of the office, managing communications, and assisting with scheduling, documentation, and general administrative tasks.

Supervision Received: Works under the direct supervision of the Director of Program Services

Supervision Exercised: none

Education Required: Associates Degree or equivalent from an accredited national or regional agency.

Required Experience:

- Proven experience as an Administrative Assistant or with office management systems and procedures.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other related software
- Excellent written and verbal communication skills, grammar, spelling, and punctuation
- Strong organizational and multitasking abilities
- Time management skills and attention to detail
- Professional demeanor and customer service orientation

Special Skills & Knowledge:

- Obtain/maintain CPR/First Aid certification within 90 days of employment
- Exercise sound judgment, initiative, organization. Bilingual communication (if applicable)
- Meet minimum required 21 years of age, have clean DMV Driving Record and current Class "C" Drivers' license
- Pass fingerprint/live scan/background clearance for DSS.

Apply in person at 194 W Poplar, Porterville CA 93257

Send resume to: careers@pswcares.org

Send completed/signed Internal Applications with any/all documentation to the HR Department
See your supervisor for an internal application



Job Title: Administrative Assistant

Salary Range: \$37,000 to \$69,000.00 annually

FSLA Classification: Non-Exempt

Position Status: Full-Time

Reports to: Program Director/Program Supervisor

Job Summary:

This position functions within an office environment involving regular interaction and front office support for the PSW Administration department. This position upholds a professional presence while fostering a welcoming and supportive environment for applicants, families, community partners, and PSW employees. This position will be responsible for ensuring the smooth day-to-day operation of the office, managing communications, and assisting with scheduling, documentation, and general administrative tasks.

Work Duties:

- Provide front office support, greeting visitors and directing them accordingly.
- Maintain a professional and welcoming attitude to all guests.
- Adhere to assigned schedules, including meal and rest periods.
- Answer phones, transfer calls, and take messages promptly and distribute.
- Maintain visitor logs, ensuring all visitors sign in and out.
- Assist in the distribution of mail, documents, and other materials, as needed.
- Set up and arrange/schedule meeting rooms as needed.
- Prepare minutes of meetings, reports, type documents and distribute copies.
- Maintain organized records.
- Update/upload into data base individuals served information (referral information, IPPs, purchase orders, medical information, etc. if applicable).
- Complete intake information for both walk-ins and phone inquiries.
- Prepare mail outs for correspondence, memos, and forms as required.
- Coordinate the ordering of supplies with departments.
- Obtain and organize receipts, code to correct department and account.
- Maintain and scan documents for filing.
- Facilitate communication between visitors, program departments, and families during pickups and drop-offs.
- Direct visitors or applicants to the Human Resources department when necessary.
- Possess knowledge of PSW, Program Services and Business Service programs to accurately direct inquiries.
- Support front office communication with families, community partners, and colleagues.
- Perform additional duties as assigned.

Required Experience:

- Proven experience as an Administrative Assistant or with office management systems and procedures.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other related software
- Excellent written and verbal communication skills, grammar, spelling, and punctuation
- Strong organizational and multitasking abilities
- Time management skills and attention to detail

- Professional demeanor and customer service orientation

Essential Duties:

- Eligible to work in the USA for employer with acceptable documentation that establish both identity and employment authorization.
- Successfully pass a pre-employment drug and alcohol screening, TB test, and physical examination.
- Required to pass background checks for the Department of Justice and the FBI.
- If the position requires driving, must be at least 21 years old, possess a valid California driver's license and maintain DMV record that meets PSW insurance requirements.
- All drivers using privately owned vehicles for Company business must maintain current driver's license, vehicle insurance coverage and proof of insurance compliant to California law to be kept on file with the HR department.
- Capable of independently lifting up to 50 pounds from floor level to waist height while following proper safety procedures, including lifting, stooping, squatting, bending, twisting, and kneeling as required for job duties.
- Communicate effectively in English, both verbally and in writing.
- Work cooperatively with co-workers, individuals served, agencies, and customers. Respect rights, including the right to privacy, dignity, and confidentiality. Maintain professionalism
- Report to work on time for scheduled shifts and adhere to scheduled work hours unless granted an excused absence by a supervisor.
- Knowledge of office procedures and administrative tasks.

Preferred Qualifications

- Bachelor's degree
- Certificate from a business college or accredited university
- Bilingual communication skills (if applicable)

Required Education:

Associate's degree

High school diploma or equivalent from an accredited institution

At-Will Employment Statement:

Employment with PSW is "at-will." This means that either the employee or the company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. Nothing in this job description or any company policy shall be construed to alter the at-will nature of the employment unless explicitly stated in a written agreement signed by both the employee and an authorized company representative.

Duties Test: *(To ensure this position is classified as non-exempt, the following criteria must be met):*

- **Non-Exempt Status:** The Administrative Assistant does not spend more than 50% of their time performing exempt job duties, therefore they are entitled to overtime pay.
- **Hourly Wage:** The Administrative Assistant must be paid at least the California state minimum wage for regular hours and at least time and a half for overtime hours, i.e., more than 8 hours in a day or 40 hours in a workweek.

AN EQUAL OPPORTUNITY EMPLOYER – PSW's policy is to fill every position without regard to considerations made unlawful by federal, state, or local laws, such as race, color, religion, religious dress/grooming practices, creed, gender identity or expression, marital status, age, national origin/citizenship, ancestry, genetic information, pregnancy, disability, sex, sexual orientation, medical condition, reproductive health decision making, veteran status or any other characteristic made unlawful by federal, state, or local laws. PSW selects employees on the basis of ability, experience, training, and character.