

# JOB ANNOUNCEMENT BULLETIN



**NEIGHBORHOOD HOUSE ASSOCIATION**  
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

## OFFICE ASSISTANT II

**SALARY:**                    **RANGE: 43.0 \$13.7190 - \$15.1432 Per Hour**

**FILING DEADLINE:**

**Applications are being accepted on a continuous basis.** Applications and job announcements may be obtained at the above address and the following locations: 841 South 41<sup>st</sup> Street, San Diego, CA 92113, and at the North County Area offices: 5841 Edison Place, Suite 110, Carlsbad, CA 92009; 157 E. Valley Parkway, 1-C, Escondido, CA 92025; or you may refer to [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

**DUTIES:**

Provides clerical assistance to staff such as typing correspondence, scheduling meetings, developing forms, answering telephone, processing mail; reviews documentation for eligibility and compliance with state and federal regulations; prepares program materials and documents as needed; develops and maintains filing systems; serves as liaison between staff and Human Resources Department; processes requisitions and invoices for supplies, field trips, training, and other program related services as requested; maintains personnel files, ensuring that licensing requirements such as physicals, TB tests, etc. are kept up to date; records, transcribes and maintains minutes of meetings; serves as courier as required; communicates agency information to staff; assists in coordinating personnel actions; coordinates collection of time cards for staff, checking for accuracy and delivery to payroll department; assists in preparing monthly reports, mileage reimbursement reports; maintains inventory of office equipment, supplies and materials; performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience:** At least three years progressive responsibility of clerical or secretarial functions; 40 words per minutes typing. Experience may be obtained through vocational training such as ROP, etc.

**Knowledge & Skills:** Must have working knowledge of word processing software; basic accounting principles; Head Start regulations and related local and state guidelines; good communication skills both oral and written; excellent organizational skills and good interpersonal skills.

**Ability to:** Perform detailed clerical work including establishing and maintaining filing and recordkeeping systems; prepare routine business reports and correspondence. Must be computer literate.

**LICENSES AND CERTIFICATION:**

Valid California Driver's License and access to automobile. **Typing Certificate must be current and issued within the last six (6) months. Original Certificate must be presented with application.** Head Start positions: upon hire **must** pass criminal background clearance. Food handling certificate is required. Will be trained in CPR and Pediatric First Aid. Will be reimbursed for mileage.

**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

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**The provisions of this job announcement do not constitute an express or implied contract.**

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**SUBMISSION OF APPLICATIONS**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL**

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

**BENEFITS**

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

**HOURS**

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

**INTRODUCTORY PERIOD**

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

**CITIZENSHIP/IMMIGRATION STATUS**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.