



CLS ADMINISTRATIVE ASSISTANT

Job Requisition

Site/Department: CLS/Mesa

Starting Wage: DOE

Schedule: Mon – Fri w/ flexibility

Full-Time

Ensure a consistent and quality program in accordance with the agency's mission statement with an emphasis on maintaining the orderly functioning of services through the implementation of current procedures and applicable standards and regulations. Assist in the implementation of a quality program which promotes person-centered planning and developmentally appropriate practices.

ESSENTIAL FUNCTIONS: Excellent oral and written communication skills. Coordinate information and contribute to successful resolution of challenges. Professional and productive working relationships with the community, funding sources, staff, individuals receiving services, and outside entities inquiring or utilizing services. Ability to read, assimilate and recall with marked proficiency applicable written information and communicating information to others. Ensure the dissemination of information among staff, with other program components/departments, and with families or other entities. Ensure the maintenance of departmental operations to achieve compliance with all applicable accreditation and licensing standards, agency procedures, contract requirements, and all federal, state and local regulations.

Ensure the accurate completion of administrative tasks to include, but not limited to: the client file maintenance, assigned areas of agency main files, outcome evaluation data collection, committee documentation, and general record keep as assigned.

QUALIFICATIONS AND EXPERIENCE:

1. Requires any combination of training, education, experience related to administrative duties; prefer knowledge and/or work experience in the field of disabilities. Thorough knowledge and computer ability to perform complex and responsible support and clerical skills. Proficiency with Word, Excel, Outlook, Access. Ability to be detail oriented in the completion of work assignments.
2. Proficient in business writing, spelling and punctuation and grammar.
3. Ability to obtain fingerprint clearance, reference check, pre-employment drug and alcohol screen, provide an acceptable Motor Vehicle Record, a valid Arizona driver's license and proof of current vehicle insurance.

Date Requested: August 18^h, 2010

Date Closes: Open Until Filled

EOE/AA