

**JOB DESCRIPTION**

**Job Title:** *Special Projects Assistant/Data Clerk, CFNLP (9778)*

**Job Summary:** The job of the Special Projects Assistant/ Data Clerk, California Friday Night Live Partnership was established for the purpose/s of assisting the State Wide Office with the organization and monitoring of daily tasks, ensuring specialized tasks and projects are completed, organization of workshops and trainings, collection of data, providing effective communication and collaboration with project participants and programs, as well as other staff to complete assigned tasks or projects, gather and enter data, and to perform related clerical work.

**Essential Functions:**

- Assist in the research of programs and statutes for the purpose of ensuring that the department is within statutory and program guidelines.
- Assist the Regional Lead for the purpose of obtaining or disseminating information to the appropriate party.
- Communicate with various grantees and organizations for the purpose of maintaining clear communication and keeping current on project changes and needs.
- Compose correspondence for the purpose of ensuring that confidential letters, memoranda and reports are produced in a timely manner.
- Coordinates scheduling for meetings and makes necessary arrangements for the purpose of facilitating project meetings in-house as well as off-site commitments.
- Maintains confidentiality regarding calls, correspondence or sensitive information for the purpose of ensuring accuracy and sensitivity of information of affected parties.
- Enters/types data for the purpose of ensuring that required forms and reports are completed.
- Prepares/processes the timely completion of all required reports to the Regional Lead.
- Proofs, all documents for the purpose of ensuring accuracy of information, as well as grammar, word usage, syntax, spelling and punctuation.
- Provides administrative support for the purpose of ensuring that specialized tasks and projects are completed in a timely manner.
- Answers/greets visitors, co-workers, outside agents, clients, community members to furnish information and refer to proper sources.
- Communicates with project participants for the purpose of ensuring that the project objectives and requirements are met.
- Creates database/spreadsheets for the purpose of ensuring that data is maintained and collected for the documentation requirements.
- Creates and disseminates reports, brochures, certificates, and fliers for the purpose of ensuring that information is given to project participants.
- Gathers/collects data and information via the telephone, e-mail, and in person for the purpose of compiling reports required by the project.
- Maintains accurate records for the purpose of ensuring that documentation is organized and available.
- Maintains schedules of project appointments, meetings, trainings and workshops for the purpose of ensuring that all meetings and trainings are scheduled and that the project participants are informed.
- Operates a variety of office equipment for the purpose of facilitating the needs of the job.
- Perform other duties as assigned for the purpose of facilitating the needs of the job.
- Travels to various locations within the region for the purpose of meeting the needs of the job.

**Skills, Knowledge and /or Abilities Required:**

**Skills to:**

- operate office equipment including a computer and software programs, 10-key calculator, copier, telephone, scanner, fax, etc.;
- type at a speed of 50 net words per minute;
- file accurately;
- research Ed Code;
- discern project restrictions;

**Knowledge of:**

- word processing, Excel, and Illustrator software;
- records/data management procedures;
- California Friday Night Live Partnership
- Tulare County Office of Education policies and procedures;
- modern office methods, practices and procedures;
- correct English grammar, spelling and punctuation;
- ability to communicate and collaborate effectively with others;

**Ability to:**

- use computers to update and create correspondence, use electronic calendars, store and retrieve

- documents and other word processing, spreadsheet and data base applications;
- communicate effectively, orally and in writing;
- treat the public and co-workers courteously, tactfully and cooperatively in a timely manner.
- understand and complete oral and written directions
- navigate the Internet ;
- maintain confidentiality;
- coordinate meetings;
- organize projects
- create collection documents
- effectively manage time;
- organize and process records;
- operate standard office equipment;
- establish effective working relationships with grantees and project participants.

Responsibilities include: working under standardized instruction and/or routines focusing primarily on results; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Significant utilization of resources from other work units is often required to perform the job's functions. There is an opportunity to impact the Regional Lead's services. The usual and customary methods of performing the jobs functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- Two years of experience working in an office setting is preferred.
- Job-related experience with increasing levels of responsibility is desired.

**Education Required:**

- High school diploma or the equivalent.

**Certificates, Licenses, Clearances, Testing and or/ Bonding Required:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Typing certificate verifying 50 net words per minute.

**Other Special Requirements:**

- Willingness to work a flexible schedule including evenings and weekends if needed.
- Must be able to travel in and out of county using own vehicle.

**FLSA Status:** Non-Exempt

**June 2011**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.