



Supporting Lifestyles Free From Addiction

Voices of Recovery San Mateo County (VORSMC), a recently established nonprofit, creates peer-led opportunities for education, wellness, advocacy and support services for individuals in or in need of long term recovery from alcohol and other drug addictions, equally sharing these opportunities and support services with impacted families.

VORSMC is seeking (2) experienced Administrative Support Staff to apply for the following job classifications. You are welcome to send your Letter of Interest, resume and three (3) references who have recent familiarity with the quality and reliability of the applicant's work. Please include references' full contact information.

Send to:
Ray Mills, VORSMC Executive Director
rayzlas@yahoo.com
or mail directly to :
VORSMC-400 Harbor Blvd. Bldg. E, Belmont, CA. 94002.

Please submit the above no later than Friday January 6 2012.

JOB DESCRIPTIONS:

Under general supervision, provides a variety of office support to Voices of Recovery offices and Center, which may include receptionist duties, typing, word processing, recordkeeping and filing.

DISTINGUISHING CHARACTERISTICS -

Office Assistant I is the entry level class of this office support series. Initially under close supervision, incumbents learn office and Voices of Recovery procedures. As experience is gained, there is greater independence of action within established guidelines.

Office Assistant II is the journey level class of this series, fully competent to independently perform a variety of responsible office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Specific duties, including the amount of typing, word processing, use of on-line or personal computers and contact with the public will vary within the Voices of Recovery offices and Center.

Each position averages 11-22 hours per week ranging form \$13-\$16.00 per hour

Duties may include, but are not limited to, the following:

- Provide administrative support to the VOR Executive Director
- Act as receptionist and receive and screen visitors and telephone calls and take messages; provide factual information regarding Voices of Recovery San Mateo County.
- Type correspondence, reports, forms and specialized documents related to the functions of the organization from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor; may compose standard correspondence from brief instructions.
- Proofread for accuracy, completeness, compliance with organization policies, and correct English usage, including grammar, punctuation, and spelling.
- Enter, edit and retrieve data and prepare periodic or special reports from an on-line or personal computer system following established formats and menus.
- Prepare and update a variety of reports and records which may require the use of accurate calculations and consolidating materials from several sources.
- Maintain records and processes forms, such as work orders, purchase requisitions and others specific to the Voices of Recover; may make arithmetic or basic statistical calculations.
- Establish and maintain office files; research and compile information from such files; purge files as required.
- Review computer-produced and typed reports for accuracy, research exemptions and make corrections as required.
- May compile materials for meetings, prepare agendas and attend such meetings to take summary notes as required.
- Operate standard office equipment, including word processors, personal or on-line computers, facsimile equipment and central telephones.
- Perform such office support activities as opening and distributing mail, processing outgoing mail, erasing dictation tapes, making travel arrangements and preparing purchase requisitions.
- Provide off hours support as required.
- Perform related duties as assigned.

Qualifications:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Policies and procedures related to Voices of Recovery San Mateo County
- Office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials.
- Basic business data processing principles and the use of word processing or personal computing equipment.
- Correct English usage, including spelling, grammar and punctuation.
- Business arithmetic.
- Basic record keeping principles and practices.

Skill/Ability to:

- Perform detailed office support work accurately.
- Compose routine correspondence from brief instructions.
- Operate standard office equipment, including a word processor and computer terminal.
- Use initiative and sound independent judgment within established guidelines.
- Prioritize work and coordinate several activities.
- Organize and maintain accurate files and records.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Understand and carry out oral and written directions.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Office Assistant II: One year of general clerical or office assistant experience.