

DHS Bridge Program

Administrative and Operational Support

ESSENTIAL JOB FUNCTIONS:

Provides administrative, operational and related support to assigned program in the Economic & Administrative Services or Contracts Division.

- Drafts, edits, and processes letters, reports, forms, meeting minutes, and memos; ensures accuracy, correct grammar, punctuation, and adherence to reporting requirements.
- Establishes and maintains databases for tracking and reporting of information. Creates electronic files and folders; inputs and updates information in databases, ensuring accuracy and completeness.
- Compiles and analyzes statistical information.
- Provides customer service support, to include providing general program information and assisting with responses both in person and over the phone.
- Processes, mails, and files paperwork, documentation, and other pertinent information.
- Maintains and distributes reports to supervisors and staff.
- Reads, understands, and complies with agency and department policies and procedures as related to daily, weekly and monthly tasks.
- Performs other duties as required.

QUALIFICATIONS:

- High school diploma or equivalent education required.
- Ability to communicate effectively both verbally and in writing and with regard to proper grammar, spelling, and punctuation.
- Ability to work effectively with coworkers, County staff, and the general public.
- Ability to effectively plan, schedule, and organize. Must possess strong organizational skills.
- Must be detail oriented and ensure accuracy in work.
- Ability to maintain confidentiality.
- Ability to work independently and with minimal supervision.
- Ability to use standard office equipment including computer, fax machine, copier, and telephone. Proficiency with software applications such as Microsoft Outlook, Word, Excel, Adobe, and database applications.
- Maintain regular and punctual attendance.
- Must pass conditional post offer background investigation and drug screen.

WORK CONDITIONS:

- Work is primarily performed in an office environment.
- Must be able to safely lift and carry up to 25 lbs.