



## **OFFICE MANAGER FAMILY JUSTICE CENTER**

### **JOB DESCRIPTION**

The office manager for the Family Justice Center will act as the point person for the regular daily operations of the facility. In addition to performing all general duties associated with managing an office, this person prepares reports as needed, has basic bookkeeping skills, can maintain computerized and hard copy files, performs data entry and retrieval tasks, and performs related duties as required.

This candidate will become familiar with and carry out protocols and procedures regarding victims of domestic violence and the Family Justice Center.

Candidate will need to carry out duties with minimal supervision and be willing to adapt to changes and challenges as a member of a start-up non-profit team.

### **ESSENTIAL FUNCTIONS**

1. Type moderately complex letters and memos.
2. Maintain statistics and develops reports. Update data as required.  
Be proficient in Excel, Word, and other software that Family Justice Center utilizes.  
Manage data required for grant administration.
3. Develop administrative procedures for office.
4. Develop file management system and document system for training purposes.
5. Answer telephone, route calls, take messages, and communicate information to employees and community partners.
6. Process incoming and out-going mail.
7. Develop and maintain office supply system and fixed asset tracking system.
8. Distribute information and copies as required.
9. Performs bookkeeping duties as required. Assist in Budget Preparations as needed.  
Proficiency in Desktop Quickbooks preferred.
10. Manages office in absence of Executive Director.

## **JOB DIMENSIONS**

**CONTACTS:** Nature of contacts, external relationships and internal relationships.

Provide customer service such as answering telephones, routing calls and taking messages. May be required to work the reception desk and to oversee basic client intake: must be willing to deal with emergency situations at this first point of contact or anywhere within the facility.

External Contacts: Frequent contact with the general public. Communication is primarily face-to-face and via telephone. Some written communication will be needed.

Internal Contacts: Frequent contact with co-workers and occasional contact with other County employees, clients, and community persons. Some written communication will be needed.

**RESPONSIBILITY:** Supervision, accountability, safety, budgeting, spending authority and confidentiality.

Job requires general bookkeeping responsibilities and asset management skills. Primary responsibility is for the proper operation of office processes and procedures, as well as proficiency in computer software applications.

**GUIDANCE:** Supervision received and level of independence.

Employee receives some direct supervision as needed when performing duties and learning the essential functions. Employee must be able to perform duties with minimum supervision and will be required to assume some management functions in the absence of Executive Director.

**DIFFICULTY:** Judgment, Initiative, and Decision Making.

Judgment is required in selecting appropriate established guidelines to follow and employee uses limited discretion to complete work assignments. Initiative is required to complete work assignments with minimum supervision. Decisions are made regarding individual work priorities.

**WORKING CONDITIONS:** Working environment and other conditions of employment.

Working conditions are primarily those of an office environment. Many agencies and entities will be present in the building and position will require unique understanding of coordinating efforts.

## **JOB REQUIREMENTS**

**EDUCATION AND EXPERIENCE:** Minimum requirements for formal education and job related experience.

Graduation from High School and Associates Degree in computer applications and two years general office experience, including at least one year secretarial experience, or an equivalent combination of education and experience.

Preferred Requirements: Bachelor's Degree

**KNOWLEDGE, SKILLS, AND ABILITIES:** Utilized in the performance of the Essential Functions of the Job.

Good knowledge of office procedures. Required knowledge of English spelling, grammar, and punctuation required, as well as knowledge of word processing, database and spreadsheet software. Skills in operating a personal computer and basic office equipment are required. Candidate must possess the ability to accurately enter, file and retrieve data, ability to understand and follow verbal and written instructions, ability to establish and maintain effective working relationships with co-workers, county and other agency employees, and the general public.

**PHYSICAL DEMANDS:** Physical Requirements associated with performance of essential job functions.

Physical requirements include lifting/carrying 10 lbs., visual acuity, speech and hearing: hand-eye coordination and manual dexterity to operate computer keyboard and other basic office equipment. Candidate must possess ability to perform adequately jobs subject to sitting, standing, reaching, and handling objects.

**SALARY:** \$25,000 Annually

**APPLICATION DEADLINE:** October 15, 2010

**SEND RESUME TO:** Family Justice Center, PO Box 366, Georgetown SC 29442

*ATT. Executive Director*

**POSITION OPEN UNTIL FILLED**