DISTRICT ATTORNEY'S OFFICE
Helping Montgomery Families Initiative- Job Description

Job Title: Administrative Assistant
Position: Exempt
Normal Work Schedule: M-F 8 a.m.- 5p.m. Hours May Vary
Full Time
Name and Title of Immediate Supervisor: Program Director
Position Titles supervised by this Position: None
Salary $39,518

MINIMUM REQUIREMENTS

An associate or bachelor's Degree from an accredited college or university is preferred. The applicant must have excellent computer and typing skills; knowledge of Microsoft Windows and proficiency in excel; experience entering data in a computerized system; ability to communicate effectively both orally and in writing with a diverse population; ability to prepare reports and possess strong organizational skills.

Must exhibit a high degree of professionalism and maintain confidentiality with HIPPA, FERPA and other relevant regulations. Applicants must pass criminal background check, and have a valid driver's license, acceptable driving record, and reliable transportation.

JOB DUTIES

- Provide administrative support to the Director and Program Supervisor
- Create and maintain Excel spreadsheets for statistical purposes
- Coordinate data exchange with the Montgomery County Public Schools System and community providers
- Manage an Access Database and enter data
- Prepare time sheets for Team Members
- Prepare truancy letters for processing and mailing
- Maintain weekly numerical count of letters sent and returned.
- Prepare Monthly reports as required
- Assist in preparation of HMFI team and Inter-Agency Team meetings
- Assist with tracking services and families served and coordinate with other agencies as required
- Maintain an up-to-date list of resources within the community
- Complete supply order forms
- Maintain compliance with FERPA, HIPPA, and other relevant regulations concerning privacy and confidentiality
- Other duties as assigned by supervisor