

**Non-Classified
EMPLOYMENT OPPORTUNITY**

Office of the Child's Representative

Administrative Assistant

Downtown Denver

Position Number: OCRSTAS
Job Location: Denver, Colorado
Salary: \$12.50 - \$18.00 per hour
Release Date: August 17, 2017 **Apply By:** September 1, 2017
Employment Type: Part-Time (20 hours/week); benefits and PERA eligible

Information About the Job:

BROAD SCOPE OF POSITION

The Administrative Assistant position is responsible for supporting the staff of the [Office of the Child's Representative \(OCR\)](#) in various capacities. OCR is a small but busy agency in Denver that supports hundreds of attorney contractors throughout the state. The Administrative Assistant will focus on administrative tasks, answering and directing phone calls, distributing mail, and supporting staff and contractors. This is a part-time, non-classified position that is not exempt from the Federal Labor Standards Act, reporting to and serving at the pleasure of the OCR's Executive Director.

MAJOR RESPONSIBILITIES AND DUTIES

- Collect and distribute mail
- Answer and direct calls, emails, voicemail, and website inquiries
- Assist with contractor logistics (e.g. send and track paperwork, enter and look up data, support staff on applications/oversight tasks)
- Assist with training/event preparation, assist at events as needed
- Take minutes at Board meetings; prepare Board/Staff meetings (e.g. agenda, RSVPs, visitor registrations)
- Distribute and track formal complaints and administrative records requests
- Other day-to-day administrative support duties including, but not limited to:
 - File documents
 - Order supplies
 - Prepare for and assist visitors
 - Resolve contractor requests (e.g. GRID book requests, new badges)
 - Monitor and resolve building and office equipment issues
 - Make and distribute copies/faxes
 - Manage food orders/catering
 - Manage room reservations
 - Assemble materials (e.g. budget binders)

- Organize common areas and agency resources
- Maintain accounts, subscriptions, and agency contact lists
- Reconcile credit card statements with staff receipts
- Assist in maintaining OCR's website

OTHER DUTIES/TRAVEL

The OCR is a small office that must adapt to changing needs quickly, and duties outside the primary scope of the position may be assigned by the Executive Director. The Administrative Assistant duties require a minimal amount of travel outside the Front Range. The OCR serves the entire state of Colorado, and agency needs may require travel to events outside of the Front Range, including annual jurisdictional visits and conferences. The estimated amount of work time related to travel outside of the Front Range for this position is less than 10 percent.

QUALIFICATIONS

The ideal Administrative Assistant values teamwork, takes initiative, and is diligent, detail-oriented, and responsive to competing requests in a fast-moving environment. The successful candidate will be well-versed in using Microsoft Office programs for daily tasks and will have a minimum of two years' relevant experience supporting executive-level staff and working in a fast-paced, fluid environment or other similar experience. Candidates must demonstrate excellent communication skills and must possess the self-motivation required to learn the work, perform consistently, and offer solutions without close supervision.

HOW TO APPLY:

Mail or email a cover letter noting the position, a resume, and a list of three professional references by 4:30 p.m. on the "Apply By" date at the top of this document to:

Office of the Child's Representative
Attn: Melanie Jannicelli, Human Resources and Attorney Reimbursement Manager
1300 Broadway, Suite 320
Denver CO 80203
melaniejannicelli@coloradochildrep.org

You may submit the required information by mail or e-mail; mail must arrive at OCR before the deadline noted above. *Be sure your application materials specifically address your qualifications for the position.* Late or incomplete packages will not be considered. Please note that the application materials will not be returned. Fax applications will not be considered. Successful applicants will be contacted to schedule an interview. This position is eligible for benefits and PERA.