

**Non-Classified
EMPLOYMENT OPPORTUNITY**

Office of the Child's Representative

Staff Assistant

Downtown Denver

Position Number: OCRSTAS
Job Location: Denver, Colorado
Salary: \$12.00 - \$14.00 per hour
Release Date: November 9, 2015 **Apply By:** November 13, 2015
Employment Type: Part-Time (20 hours/week); benefits and PERA eligible

Information About the Job:

BROAD SCOPE OF POSITION: The Staff Assistant position is responsible for supporting the staff of the Office of the Child's Representative (OCR) in various capacities. The Staff Assistant will act as the secretary for the OCR, answering and directing phone calls, distributing mail, and ordering office supplies. The position will support staff with copies, faxes and filing, as well as organizing lunches and rooms for meetings, jurisdictional visits, etc. This person will assist OCR staff in the preparation of Board of Directors meetings. 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:

The Staff Assistant is responsible for various secretarial duties. This may include:

- Answering and directing phones and emails to OCR staff.
- Other office duties such as mail, ordering office supplies, scanning, faxing, filing, submitting court badge requests for OCR contract attorneys, and picking up checks from the State Controller's Office.
- Working with IT, copier, postage and phone companies on any issues and assisting staff with individual IT related questions.
- Assisting staff with regards to Board meetings, ordering food, and putting together packets of information for the Board.
- Register visitors at the Ralph Carr Judicial Center.
- Respond to Video order request forms, mail training videos, make copies of training DVDs when necessary.
- Assist Training Coordinator with conference preparation including organizing materials, assembling folders, and assisting with travel arrangements and logistics.

OTHER DUTIES/TRAVEL: The OCR is a small office, and duties outside the primary scope of the position may be assigned by the Executive Director. The Staff Assistant

duties require a minimal amount of travel outside the Front Range. The OCR serves all 22 judicial districts in the state of Colorado and agency needs will require travel and presentations outside of the Front Range, including OCR's annual jurisdictional visits and two conferences per year presented by the OCR. The estimated amount of work time related to travel outside of the Front Range for this position is less than 10 percent.

QUALIFICATIONS: The successful candidate will have a minimum of two years experience supporting executive level staff and working in a face-paced, fluid environment. The successful candidate must possess excellent communication and strong technical skills, and must be creative, self-motivated and able to work in a decentralized environment without close supervision.

HOW TO APPLY:

Submit a letter of application noting the above referenced position, a resume, a list of three professional references by 4:30 p.m. on the above listed "Apply By" date to the contact information below.

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. 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.