Juvenile Welfare Board of Pinellas County

JOB OPPORTUNITY

April 14, 2021

HIRING RANGE: $14.81-$19.00/per hour (PG-14)

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

Position Title:	Administrative Specialist	**Department:**	Community Collaborations
Reports To:	Program Administration Manager	**Status:**	Non-Exempt/Full Time

Position Purpose:

This position performs advanced administrative and specialized work in support to a wide variety of staff in JWB. Support is provided to any or all of the following areas: Contract Management and Performance Evaluation; with potential support to all JWB departments. Work is assigned and reviewed by a supervisor.

Key Responsibilities:

- Perform general office duties such as typing, answering telephones, operating office machines, processing mail, or securing confidential materials
- Schedule and prepare materials for a variety of meetings, conferences, committees, and special projects; attends meetings, takes notes and prepares minutes
- Ensure that new provider contacts are updated in JWB's customer relationship management (CRM) database and assigned to the appropriate workgroups
- Download reports from JWB's CRM database to Excel
- Contact provider staff and community representatives on behalf of the Department
- Provide follow up and tracking of compliance and other documents
- Prepare department mailings, correspondence and internal communications
- Route and track contract renewals and amendments for signature using DocuSign.
- Prepare and track documents for scanning into JWB's repository system (Laserfiche)
- Scan documents into Laserfiche and complete template(s) as required
- Convert documents from Word to PDF
- Ensure the quality of the scanning jobs by reviewing scanned documents to ensure they are legible, clear, all pages have been scanned, and in PDF format
- Provide scanned copies to appropriate JWB employees to coordinate documents to go through quality control and answer questions about records or files
- Answer phone calls, provide information to callers, and transfer calls to appropriate parties
- Work with peers to coordinate and provide telephone desk coverage as required
- Perform other related work as assigned or required

Specifications:

- Associate's degree in business, information technology, arts, or related field, with minimum of one year performing administrative and/or clerical support work, or High School Diploma or GED equivalent, with business related courses or certifications and two years performing administrative and/or clerical support work or related assignments.
- Must have good organizational skills.
- Advanced skills using computers and performing detailed data entry tasks.
- Proficient using MS Excel, Word, Outlook, Power Point, and document management applications.
- Ability to organize projects, prioritize effectively and meet deadlines.
- Ability to receive directions and take notes accurately and communicate effectively verbally and in writing.
- Enjoy working in teams, collaborate with others and manage multiple projects at the same time under direct supervision.

Additional Requirements:

- Successfully pass a Level II background screening as required by Ch. 435 Florida Statutes
- Possess a valid driver's license and/or access to reliable transportation

Interested applicants, please submit resumes by Monday, May 3, 2021 to:
Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.
14155 58th Street N. Clearwater, FL 33760
email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.
Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled. Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org
All applicants are advised that applications in Florida become a matter of public record upon receipt.