



# Thrive Alaska Head Start Birth to Five Job Description

**Title:** Office Assistant  
**Status:** Temporary, not to exceed 90 days  
**Reports To:** HR Coordinator  
**Wage:** \$14.51 to \$16.43 hr DOEE

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**Position Summary:** Responsible for providing support to the HR Coordinator. In cooperation with the HR Coordinator provide the highest level of services to employees at Thrive Alaska.

## **Knowledge, Skills, and Abilities Required:**

### MINIMUM QUALIFICATIONS

1. 2 years general office experience
2. Computer and typing proficiency
3. HS diploma or GED

### PREFERRED QUALIFICATIONS

1. Knowledge of operation of standard office equipment
2. Knowledge of administrative, HR and fiscal procedures and systems

## **Principal Duties and Responsibilities:**

### HUMAN RESOURCES

1. Assist HR Coordinator with filing, procurement, personnel files, references, etc.
2. Assist HR Coordinator in completing file reviews bi-annually
3. Assist HR Coordinator in setting up applicant interviews
4. Assist HR Coordinator in compiling interview packets
5. Assist HR Coordinator with new hire paperwork
6. Track and gather Personnel Policy revisions from all staff

### FISCAL

1. Assist HR Coordinator with processing bi-weekly payroll
2. Assist HR Coordinator with the receipt processing

### ADMINISTRATION

1. Assist with general office duties which includes record keeping, filing, copying, follow up, organizing, customer service and decision making
2. Special projects as assigned
3. Comply with all policies, procedures, guidelines, HS Performance Standards, State Licensing Regulations, CCA regulations
4. Maintain accurate records

1. Ensure a quorum will be present for monthly PC/ Board meetings by calling and follow up

#### TEAMWORK

1. Follow the chain of communication
2. Treat others as you want to be treated
3. Accept guidance from immediate supervisor and all staff in the Admin office
4. Be supportive of other team members and program directors
5. Inform supervisor when work schedule changes due to illness, etc.

#### CHILD & FAMILY SERVICES

1. Communicate with children and family members with respect and honor

#### PROFESSIONAL INTEGRITY & WORK HABITS

1. Support the mission and goals of Thrivalaska – Helping Children & Families Thrive
2. Promote a positive work environment
3. Provide outstanding customer care to staff and community partners in a positive professional manner
4. Flexible, adaptable and able to adjust to a variety of change and situations
5. Follow all guidelines and procedures on confidentiality
6. Observe good housekeeping and safety practices, maintains cleanliness and orderliness
7. Effective task completion and follow up
8. Be flexible and adaptable, ability to adjust to a variety of change and situations
9. Superior organization skills and task orientation, with attention to detail
10. Use logical and sound judgment, apply common sense
11. Make timely decisions and maintains composure under trying circumstances.
12. Promote quality, accuracy, timeliness, reliability and thoroughness of work performed
13. Punctual and reliable

**Conditions of Employment:** Receive approval from the State of Alaska Background Check Unit. Complete and sign application and Post Offer Pre Employment requirements

#### **Physical Requirements & Working Conditions:**

##### WORK LOCATION

1. Thrivalaska Administrative Office
2. Primarily in office setting
3. Work as needed in programs

##### WORKING CONDITIONS

1. Thrivalaska is a drug, alcohol and tobacco free workplace
2. Some exposure to communicable diseases
3. Noise level in work environment may be moderate to loud
4. Must be available for a variety of evening/weekend meetings and social events
5. Travel by car, bus, airplane or train may also be required as associated with attendance at conferences or meetings

**PHYSICAL REQUIREMENTS**

1. Review and sign the Thrivalaska Physical Job Description upon hire and annually

**EQUIPMENT USED**

1. Copy machine
2. Calculator
3. Telephone
4. Computer
5. Fax machine
6. Vehicles

**Acknowledgment:**

This job description describes the general nature and level of work performed by the employee hired for this position. The employee may be required to perform other job-related duties as requested. It is intended as a “living document” updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name