

Mayor
Charles H. Latham



City Council
Warren B. Cox, Sr.
Fredrick "Pete" Wilson
Lewis Johnson
Michael D. Smith
Eric Harris
Lori Chavis
Ronald J. Merriman

JOB DESCRIPTION: Administrative Assistant of Victim Services

JOB TITLE/CLASSIFICATION.....Administrative Assistant of Victim Services

DEPARTMENT..... City of Grenada-VOCA Project

**Works under the administration of Mississippi Department of Health-VOCA Program
Office Against Interpersonal Violence (OAIV)**

ESSENTIAL DUTIES: Answers telephone, directs calls, and takes messages; schedules in-office visits; prints incident reports and creates case files with proper paperwork; scans paperwork; manages the filing system; performs typing duties incidental to the work; oversees in-coming and out-going mail; operates standard office equipment such as photocopiers, scanners, facsimile machine, postage machine, voice mail system, and desktop computer; manages office supplies and equipment inventories; makes copies of Powerpoint information for presentations; updates and maintains the program's social media platforms; assists with setting up the VOCA informational booth during community awareness workshops/training events; retrieves court abstracts and dockets from the justice and municipal courts; demonstrates professional conduct when interacting with Victims, Attorneys, Prosecutors, Judges, social service providers and the public

Other Duties: Assists the Victim Services Project Director by supporting administrative needs of victims of child abuse, child sexual abuse, domestic violence, adult sexual assault, elder abuse, survivors of homicide, robbery, burglary and other crime acts of the underserved; maintains attendance logs and hands out program material during training events; prints and mails victim surveys, and other assigned administrative duties as needed

Professional Performance Skills and Qualifications: Must possess knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology. Must have knowledge of correct English usage and grammar and be able to communicate effectively both verbally and written. Must have the ability to type with speed and accuracy to complete tasks efficiently; to operate standard office equipment (computer, copier, office phone, etc.); to follow, apply, interpret, and explain instructions and/or guidelines; compose routine email, memos and update social media platforms; determine work priorities as a team-oriented player in a confidential environment

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QUALIFICATIONS

Education: High School Graduate, Associates degree preferred

Experience required: 1+ year general office experience, strong Computer skills including working with Adobe and saving files, strong experience and skills with Excel spreadsheets