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# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429

TOLL FREE (877) 803-5509

FACSIMILE (205) 460-8015  
Human Resources

**Cynthia W. Burton**  
Executive Director

January 30, 2024

## **JOB ANNOUNCEMENT**

**Title:** Administrative Assistant/CSBG

**Location(s):** Tuscaloosa County

**Employment Classification:** Regular, Part-Time, Non-Exempt, Non-Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** This is a Grade Level IV position on the CSP Salary Scale with a pay rate beginning at \$13.09 per hour. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or by contacting the Human Resources department of CSP at (205) 469-0389 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to [employment@cspwal.com](mailto:employment@cspwal.com).

**Deadline to apply extended:** Friday, February 16, 2024, at 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability**. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

**Community Service Programs of West Alabama, Inc.  
Job Description**

<b><u>Job Title:</u></b>	Administrative Assistant/CSBG
<b><u>Division/Department:</u></b>	Compliance and Special Projects
<b><u>Reports To:</u></b>	Director of Compliance and Special Projects
<b><u>Exemption Status:</u></b>	Regular Part-Time, Non-Exempt, Non-Safety-Sensitive
<b><u>Grade/Salary:</u></b>	Grade IV, Level 1-12, Range \$13.09 - \$19.10 per hour

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**Summary of Duties and Responsibilities**

The Administrative Assistant/CSBG is responsible to the Director of Compliance and Special Projects for providing administrative support to the Director of Compliance and Special Projects. This person must be familiar with all components of Organizational Standards and good office procedures. The position requires the ability to represent the Director of Compliance and Special Projects to program participants, the public, and agency staff.

**Essential Functions:** *(Supervisor may assign other duties.)*

- Provide administrative support to Director of Compliance and Special Projects.
- Familiarize self with Organizational Standards and software required for reporting.
- Create, proofread and distribute correspondence, memos, and other materials based on verbal and emailed instruction from the Director of Compliance and Special Projects.
- Develop and maintain accurate filing and information systems using agency and funder-required software.
- Produce system and ad hoc reports related to organization standards and compliance.
- Assure that required data is received and entered into agency software systems in a timely fashion.
- Support the Director of Compliance and Special Projects in the timely, accurate submission of agency activity reports, monthly, quarterly and annually, with timely notification and distribution to appropriate personnel.
- Assist with the development, implementation and data reporting of client satisfaction surveys for all programs, as appropriate.
- Assist with development and implementation of compliance standards per program guidelines
- Assist with facilitation of annual trainings, as required by funders.
- Other duties as assigned.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience:**

- High School Diploma or GED required and minimum of one year's experience in an office environment.
- Prefer Bachelor degree in business Administration or Data Processing.
- Exceptional data entry skills, experience verifying and troubleshooting inconsistencies in data, and working knowledge of word processing programs is required.
- Experience working with quality controls systems preferred.

**Certificates, Licenses, Registrations:**

- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.

**Language Skills:**

- Ability to communicate orally and in writing to diverse populations.
- Ability to effectively present information to staff and program participants.
- Ability to communicate in large and small group settings.

**Mathematical Skills:**

- Ability to compute simple math such as addition, subtraction, multiplication and division.

**Reasoning Ability:**

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

**Other Skills and Abilities:**

- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members and program participants.
- Ability to communicate effectively with the target population.
- Solid working knowledge of office productivity software.
- Ability to learn data management systems.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.

**Physical Demands:** *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to move from place to place within the office. Specific vision abilities required by this job include vision required to operate a motor vehicle and office equipment. Extensive data entry is required and extended periods on the phone are customary. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

The noise level is variable in the work environment. Work is performed indoors. The employee is expected to operate a computer, telephone and personal automobile.

**The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.**

Created 7.22.2019

*Reviewed by Board of Directors 09.19.2019*

*Reviewed by Board of Directors 3.19.2020*

*Reviewed by Board of Directors 3.18.2021*

REVISED 02.23.2023

*Reviewed by Board of Directors 03.16.2023*