



## State Court Administrative Office Position Available **ADMINISTRATIVE ASSISTANT II** Foster Care Review Board, Child Welfare Services

The Foster Care Review Board (FCRB) is looking for qualified candidates for the position of Administrative Assistant II. The Assistant provides administrative support to the FCRB program within the Child Welfare Services Division (CWS) by independently performing a variety of operational or administrative tasks requiring a thorough knowledge of database management and departmental policies and procedures to achieve division goals. The Administrative Assistant serves as a primary office contact and is responsible for administrative aspects of foster parent appeals, FCRB data system operation and support, the division's annual report, advisory committee meetings, and general office needs. Essential duties include, but are not limited, to the following:

- Perform a variety of operational or administrative tasks such as maintaining and updating internal websites; managing office supplies, equipment, files and other inventories;
- Perform as primary contact in the department by responding to phone calls, e-mails, identifying needs of each situation, researching problems, contacting resources and referring to appropriate person if needed. Provide program and resource information as requested;
- Draft, type, format, proofread, and correct various correspondence, reports, charts, graphs, spreadsheets, training materials and documents, including updating or creating standard FCRB forms;
- Open and distribute mail and prepare outgoing mail. Prepare, package, and send bulk mailings;
- Assist with the establishment, revision, and maintenance of office procedures and policies by maintaining office documents, reviewing invoices and receivables, monitoring expenditures, assisting in record management; with the vision of achieving greater operational efficiency;
- Occasionally assign and review work of temporary staff and assist in their training by following departmental policies and procedures;
- Arrange FCRB Advisory Committee meetings. Take meeting notes for all staff meetings and advisory committee meetings;
- Make travel arrangements, prepare and compile travel vouchers, and maintain travel records. Process expense vouchers.

### **Foster Parent Appeals:**

Process foster parent appeal requests according to established protocol; schedule and notify all parties; secure site and board members for review; obtain required documentation and distribute to board members; proof, edit, and distribute related reports within required timelines; assist board members as needed; enter related data into FCRB database.

### **Data System:**

Regularly update the FCRB data system with DHHS data feeds; Design and generate program data reports; Provide technical database management system support, assisting with user requests, resetting passwords, and processing new users. Maintain authorized user lists, instructions, questions/answers, and training materials for applications. Initiate, coordinate, develop, and implement training for FCRB board members and staff; Provide analytical and technical support to develop and coordinate data projects; Analyze ongoing database operations and recommend modifications to achieve greater efficiency and effectiveness.

### **Annual Report and other Publications or surveys**

Assist in preparation of reports and publications by collecting information from various sources and summarizing the findings; Run data queries for the FCRB Annual Report and upon request; Organize, proofread, add graphics and distribute Annual report.

### **MINIMUM QUALIFICATIONS**

**EDUCATION & EXPERIENCE:** High school diploma and two years of college, technical, or business school that would result in an associate's degree, plus three years of secretarial or clerical experience.

**KNOWLEDGE & ABILITY:** Advanced computer skills (particularly with Microsoft Office applications Access and Excel), excellent interpersonal and communication skills, and applied knowledge of word processing, presentation, database and spreadsheet applications. Must exercise great attention to detail and be able to multitask and prioritize multiple projects with competing deadlines.

**PHYSICAL REQUIREMENTS:** Working conditions are normal for an office environment. Must be able to sit for prolonged time periods, lift or move documents and materials weighing up to 45 pounds. Occasional in-state travel.

**WORK LOCATION:** Hall of Justice, Lansing, Michigan.

**TO APPLY:** Please e-mail your cover letter and resume in Word or Adobe.pdf format to [jobapps@courts.mi.gov](mailto:jobapps@courts.mi.gov) and include "FCRB Administrative Assistant II" in the subject line. If you are unable to e-mail applicant materials, you may send them to: Judicial Human Resources, Attn: FCRB Administrative Assistant II, P.O. Box 30052, Lansing, MI 48909.

**APPLICANT DEADLINE: MONDAY, DECEMBER 10, 2018**  
AN EQUAL OPPORTUNITY EMPLOYER