



TRI-COUNTY COMMUNITY COUNCIL, INC.  
302 North Oklahoma Street; P.O. Box 1210  
Bonifay, Florida 32425



## JOB ANNOUNCEMENTS

Tri-County Community Council, Inc., is accepting applications for the following position:

### **Santa Rosa County – Program Office Assistant**

**Benefits Include:** Health Insurance, Life Insurance, Group Vision and Dental Insurance, 403(b) Pension Plan (agency match up to 5%), Sick Leave, Annual Leave, 11 Paid Holidays

Applications may be obtained from any Tri-County Community Council office, HS Center, or online at [www.tricountycommunitycouncil.com](http://www.tricountycommunitycouncil.com).

This position will remain open until filled.

For more information call Cameron, Personnel Technician at (850) 547-3689.

Only qualified applicants will be considered.

Successful applicant will be subject to pre-employment drug test.

**EQUAL OPPORTUNITY EMPLOYER AND DRUG AND SMOKE FREE  
WORKPLACE.**



**Tri-County Community Council, Inc.**  
**Job Description**

**Prepared By:**  
**Job Title:** Program Office Assistant  
**Department:** Community Services  
**Reports To:** Community Service Specialist  
**FLSA Status:** Non-Exempt  
**Prepared Date:** June 2022  
**Approved By:** Executive Director  
**Approved Date:** June 2022  
**Salary Level:**

**SUMMARY**

Assist the Community Services Specialist in implementation and operation of Community Service Programs in accordance with the guidelines and budget requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Understand the programs funded under the Community Service Programs and assist in monitoring operations to ensure correct procedures, guidelines and goals are accomplished.

Must be able to work with economically disadvantage people.

Receive telephone calls and provide appropriate information.

Take applications for services, verify eligibility and obtain necessary documentation.

Maintain complete and accurate record on each participant.

Check, verify, and code all vouchers for payment and file records, reports and correspondence.

Prepare reports, correspondence, forms, press releases and other material as assigned.

Attend meetings, workshops and seminars that will enhance job performance as needed.

Be computer literate and inter data into computer as required.

Work closely with other agencies to assist the economically disadvantaged.

Attendance is essential part of this position.

Understand and respect the Chain of Command.

Perform any other duties as assigned by supervisor in keeping with the best interest of the agency.

## **SUPERVISOR RESPONSIBILITIES**

None

## **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/or EXPERIENCE**

High school diploma or general education degree (GED); one year experience serving the low-income or elderly.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add and subtract, multiply and divide in all unites of measure, using whole numbers, common fractions and decimals.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, and schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must comply with background screening and have a current Driver's License; Proof of proper vehicle insurance coverage.

## **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk to hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

## **WORK ENVIROMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.