

# FAMILY SERVICE

# JOB POSTING FORM

DATE: May 3, 2010

JOB TITLE: Program Secretary

QUALIFICATIONS: Microsoft Office Suite Proficient  
Highly Organized and flexible  
Minimum typing speed 55 wpm  
High School Diploma  
Valid Drivers License

RESPONSIBILITIES: Under the supervision of the Program Director, the secretary is responsible for overall office management of the program, including but not limited to:

- Answer and screen all telephone calls
- Maintain all computer databases
- Preparation and distribution of all reports and correspondence
- Creation, preparation and distribution of all reports and statistics required by Agency
- Responsible for acquiring and reconciling petty cash, cash advances and check requests
- Maintain all office files and maintain all necessary packets and manuals
- Mail distribution and supply orders and tracking
- Record, prepare and distribute staff meeting minutes
- Coordination with DYFS regarding Foster Parents application process
- Coordination with foster parents to insure complete paperwork
- Creation/ implementation of tracking/ matching systems
- Complete all other duties as assigned

PERSON TO CONTACT: Mary A. Bliven  
Phone: 856-696-1233  
Fax: 856-696-8803

OFF SITE FACILITY LOCATION (*Southern Region*) Vineland, NJ

Family Service considers applicants for all positions without regard to: race; color; religion; sex; national origin; age; sexual orientation; marital or veteran status; the presence of a medical condition, or handicap, unrelated to performing the tasks of the job; or any other legally protected status.