



Karnes County Job Description

HHSC Admin – Part Time

Department	Juvenile Probation	FLSA Status	Non-Exempt
Reports To	HHSC Program Director	EEO Classification	
Salary		Date Approved	
Employee Signature		Supervisor Signature	

Position Summary

Purpose of Position: Assistant to the Health and Human Service Grants Program Director.

Working Conditions

- Salary is commensurate with experience and agency's funding status.
- Position is part-time 24 hours a week.
- Position does not require emergency availability
- Office base will be determined upon employment and dependent on availability.
- Supervision responsible to HHSC Program Director.

ESSENTIAL FUNCTIONS

Job Function

Responsibilities:

- Enter data regarding prevention programming in the approved database.
- Keep running spreadsheet of all youth referred to the program for service.
- Schedule staffing with prevention personnel as needed.
- Collate and present information as needed for staffing.
- Keep the Program Calendar and advise Program Director of upcoming deadlines.
- Assist in ordering of supplies as needed.
- Assist Prevention Specialists as needed with copies, organization of materials, etc.
- Maintain organized filing system.
- Perform other functions as directed.

QUALIFICATIONS



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Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none">• High School Diploma.	<ul style="list-style-type: none">• Knowledge and attitude: knowledge of the Department Compliance Guide; flexibility and adaptable to change.	<ul style="list-style-type: none">• Valid driver's license	<ul style="list-style-type: none">• Drug Test	<ul style="list-style-type: none">•
Special (Additional) Notes				