



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

OFFICE ASSISTANT II COMMUNITY JUSTICE CENTER

POSITIONS AVAILABLE: 1

POSTING DATE: July 9, 2014

DEADLINE TO APPLY: July 22, 2014

EXEMPT/NON-EXEMPT: Non-Exempt

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

RATE OF PAY: \$17.00/hour

POSITION STATUS: Limited Service PT 20hrs/wk

CLASSIFICATION: Grade 12

This position is responsible for assisting and supporting the Restorative Justice Programs of the Burlington Community Justice Center.

ESSENTIAL FUNCTIONS:

- Work closely with Offender Reentry team (which will include both the Offender Reentry Coordinator and the Offender Reentry Workforce Development Specialist) to manage and track case-load.
- Coordinate both the community resource guide and information about community partners, along with the Offender Reentry team, necessary to support returning offenders that could include: housing needs, adult education, substance abuse or mental health counseling referrals and vocational rehabilitation.
- Research and create weekly packet of current employment opportunities and community resources for the Offender Workforce Development meeting
- Assist with resume building and other employment development functions as needed such
- Perform clerical duties as requested including, but not limited to: meeting set-up and coordination, copying, facility repairs, file management, and supply orders
- Coordinate the GoodWill and ReLief voucher program after eligibility is determined by the Offender Reentry Team
- Identify and address office management opportunities, gaps, and efficiencies
- Manage flow and referral of visitors, program participants and phone calls to the appropriate CJC program or staff member
- Act as an "Ambassador" for the City, carries out work and interact with co-workers and the public in respectful professional manner.
- Assist with filing monthly and quarterly reports with Offender Reentry Team, Workforce Development, and Graffiti Removal coordinators.
- Create and maintain databases and other forms of data management to track offender reentry records of services to enable delivery of evaluations and service reports in a timely fashion.
- Track and retain record of Burlington CJC program fees and donations
- Support research and organization of educational/training opportunities for returning offenders
- Assist with processing and coding all Requests for Payments, purchase orders and reimbursement requests
- Ensures and answers all inquiries or requests for information via phone, e-mail or direct contact.
- Performs general clerical tasks including but not limited to filing, photocopying, mailing etc.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent as well as one year experience in an office setting required.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
- Familiarity with Restorative Justice and community-based resources, social services and the criminal justice system preferred.
- Sensitivity to community values regarding crime.
- Ability to be discrete and maintain confidentiality.
- Is non-judgmental and tolerant of diverse opinions and lifestyles
- Communicates skillfully on the phone, in person and in writing.
- High level of comfort interacting with offenders.
- Ability to work in a team environment, while also working independently as necessary.
- Proficiency with Microsoft office programs including Word, Excel, and Access.
- Ability to communicate effectively in writing as appropriate for the needs of the audience.
- Ability to maintain positive work relationships in a busy office environment.
- Ability to multi-task.

To Apply: Submit cover letter, resume and a City of Burlington Application by to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.