Recd 6/18
[MS-0087.006.006.002]

NARCOTICS PREVENTION AND EDUCATION SYSTEMS, INC. (NPESI)
2195 Logan Avenue
San Diego CA 92113
(714)239-6155

# JOB ANNOUNCEMENT

## ADMINISTRATIVE ASSISTANT

DEFINITION:

To assist the Executive Director in performing a variety of administrative tasks of above average difficulty. Perform technical research work in the fields of personnel, purchasing operations, staffing procedures, and other management areas and to do other work as required.

DUTIES:

Assist the Executive Director in the planning, organization implementation and operation of the services that will be conducted in behalf of the beneficiaries of this program. Duties will include assistance in the supervision of staff coordination of the various program components and the training of professional and para-professional staff. His duties will also include the submission of regular reports to the Executive Director.

GENERAL REQUIREMENTS:

The Administrative Assistant must have extensive experience and background in the organization, implementation and operation of social service delivery programs. He must possess the ability to relate effectively to the narcotics addict, and in general, the narcotics problem in the community. He must be able to organize systems for the development and compilation of data and statistics so that the operation of the services can be reported adequately.

EDUCATION:

Equal to college graduation in business administration or a related field and two (2) years experience in planning or administering programs including such areas as sociology, public administration and other related fields dealing with the disadvantaged. Additional experience may substitute for all required education on a year for year basis.

SALARY: $ 800.00 - $3,700.00

CLOSING DATE: June 25, 1976 at 5:00 p.m.

AGE LIMIT: 18 - 64 years at time of application

"EQUAL OPPORTUNITY EMPLOYER"

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# JOB ANNOUNCEMENT

## EXECUTIVE SECRETARY

DEFINITION:

Under direction, to perform a variety of secretarial duties for the executive director; to maintain records and prepare reports for Board of Directors; and to do related work as required.

DUTIES:

Must take and transcribe dictation; compile and present reports and correspondence proficiently; arrange appointments for executive director; opens and distributes mail and prepares replies to inquiries; serve as receptionist; refers callers/visitors to proper program components; attend and take minutes at board meetings; to do other work deemed necessary by the executive director.

GENERAL REQUIREMENTS:

High school education with at least three (3) of experience in a responsible executive secretary position; knowledge of office procedures; skills in typing taking and transcribing dictation; spelling, using correct English grammar; operating office equipment; ability to work cooperatively with others; typing certificate of 50 net wpm; shorthand certificate of 80 net wpm. Certificates must be presented at time of application. Bilingual (Spanish/English) preferred but not mandatory.

SALARY: $7,500 - $8,700

CLOSING DATE: June 25, 1976 at 5:00 p.m.

AGE LIMIT: 18 - 64 years of age at time of application

APPLY AT: NPESI, 2195 Logan Avenue, San Diego, CA 92113 - (714)239-6155

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