

WORKING TITLE	Assistant to the Director
PAYROLL CLASSIFICATION	Administrative Support Assistant III or IV N2203/N2204 (Depending upon experience)
DEPARTMENT	Center for Criminal Justice Research and Training (CJ Center)
STATUS	Full Time, Benefitted, Non-Exempt/Hourly
POSTING DATE	July 9, 2024
POSITION NUMBER	2673

OVERVIEW

The Assistant position for the Center for Criminal Justice Research and Training supports the Director and Training Manager in the day-to-day operations of the Center. Under the supervision of the Director and Training manager the Assistant is responsible for, but not limited to, the following duties:

- x Answering all incoming phone calls and correspondence, using proper etiquette
- x Staffing and maintaining the CJ Center
 - x Demonstrating proficiency in the use of computer software, including but not limited to Microsoft Office, to include ACCESS and Outlook
 - x Copying and filing of CJ Center related correspondence
 - x Preparing and managing CJ Center court reports
- x Preparing and distributing training course materials
- x Communicating with POST and other agencies
- x Maintaining the CJ Center electronic media sites
- x Tracking and reporting on CJ Center activities

- x Two (2) years of college/bachelor's degree (preferred);
- x Prior experience in an office related to the criminal justice system (preferred);
- x Experience as an Executive Assistant (preferred)
- x Proficient in Microsoft Office
- x Accounting experience (preferred);
- x A combination of training, education, and experience will be considered;
- x Be detail oriented, organized, and demonstrate the ability to handle multiple tasks under pressure
- x Demonstrate a high degree of initiative/ability to work independently without constant supervision/able to manage time effectively, prioritize tasks and meet deadlines
- x Possess excellent oral and written communication skills
- x Must be capable of communicating effectively and efficiently with others.

Must be able to accept criticism, 788 (p) 53 (i) - 1.643 - (96r) - 08 (i) - 814 (e) - 0.8 (p) 15 C12

provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam veterans) as required by other federal/state law.

APPLICANT AFFIRMATIVE ACTION INFORMATION FORM VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected Veteran status are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential

VETERAN STATUS

a. Status: Select one of the following

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

Disabled Veteran

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

Active Duty Wartime or Campaign Badge Veteran

has been authorized. List of eligible campaigns can be found at [@cc\]KDD, É\[\] {É*\[ç\]•cæ } *\[\] \[içæ\]ç* {^â-](#)
[al2.asp](#).

Armed Forces Service Medal Veteran

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was authorized.

Recently Separated Veteran

Veteran who served on active duty and was discharged or released from active duty within the last three years.

Please submit completed form with your resume and employment application to:

CSULB Research Foundation, Human Resources

- **By Mail/Delivery:** [1HE€ÁÛcæc^ÁW} äç^!•äc^ÁÖ!äç^ÉÁÛ~ äc^ÁHHGÉÁŠ\[\] } *ÁÓ^æ&@ÉÁÖÇÉJ€ÍFÍLÁ](#)
- **By Confidential HR Fax:** [ÁÇÍ ÎGDÁJÌ ÍÉFÍGÎLÁ](#)
- **By E-mail:** [ÁØÞÖËPÜÜÇÿÜÜŠŠ ÖÖÛWSÓÉÖÖWÁÇ} ~ çÁR\[àÁÁá} Ác@^ÁÛ~ àb^&cÁ\]á} ^D](#)