



**Transylvania County
Juvenile Crime Prevention Council
Administration Assistant Job Posting**



The Transylvania County Juvenile Crime and Prevention Council (JCPC) is seeking someone to fill the position of Administrative Assistant. This will be a contract position. We meet the third Friday of every month at 8am in the Transylvania County Schools District offices.

The position will be 8/1/2018 through 6/30/2019 and the amount of time needed to perform the duties will be around 3-4 hours per month.

Some months will generate more work than others.

The services will be delivered at the rate of \$600 per quarter.

The Contractor must submit a monthly request for reimbursement to the Agency (County Finance) documenting the actual time worked, and providing copies of work product (minutes, etc.)

Taxes are not withheld as the Contractor shall be considered an independent Contractor and as such shall be responsible for all taxes, usually in April when filing their respective tax return.

Responsibilities include the following:

- A. Post public notice of meetings in appropriate locations in the county (at least 4 times per year), and post any change in date, time or location at least 1 week before meeting.
- B. Maintain a current list of members and attendees and their contact information. Coordinate with the clerk to the board to make JCPC minutes and other communication available identified stakeholders.
- C. Attend and take minutes at each meeting. Send out by email the meeting minutes and reminder of next meeting to all members and attendees 5-7 days in advance of upcoming meeting.
- D. Support Chairperson by typing, printing, copying documents for meetings and for submission to DPS (such as agenda, minutes, handouts, monitoring reports, conflict of interest forms, JCPC Certification form and other supporting documents, County Funding Plan and other plan documents).
- E. Assist Chairperson in program agreement and revision process by:
 - Communicating deadlines and gathering documents from providers,
 - Notifying chairperson when applications are ready for committee review,
 - Obtaining County Finance or Commissioner Chair signatures on County Funding Plan, Certification and other JCPC Administration documents requiring original signatures, and
 - Mailing required documents to Area Office when signed.
- F. Assist Council Committees by attending and taking minutes if requested, and by organizing data for planning for compilation into our Annual County Plan.
- G. Attend to duties related to creating, revising, maintaining, JCPC County Funding Plan and JCPC related documents using NC-ALLIES (DPS/Community Programming On-Line Information Management System)".
- H. Other duties as they may arise at the discretion of the JCPC chair, JCPC and/or the JCPC consultant.

Anyone interested in applying for the position, please submit your resume to Jeffrey Patterson, JCPC Chairperson, at the follow address. Please include your contact information. You may mail your application request or submit by email.

Jeffrey Patterson, JCPC Chair
PO Box 72
Pisgah Forest, NC 28768
Jeffrey Patterson <jefflpatt@icloud.com>