



Careers

Document Specialist

Department: Alternative Payment Program and California State Preschool Program
Location: Bonita

Basic Function: Under general direction, the Document Specialist will create, design, format and develop a variety of electronic and paper documents for program-related purposes; the Document Specialist will maintain systems for document storage and retrieval.

Minimum Qualifications: Prefer Bachelor's Degree in Business Management, Administration, Communications, Marketing or related field OR education, training and/or experience that demonstrates the knowledge, skills and abilities necessary to fulfill the job responsibilities listed above.

Three (3) years of related experience including writing, editing forms, documents or notices in English or equivalent combination of education and experience. Experience editing, revising, and formatting content in documents in languages other than English a plus.

Strong proficiency in Microsoft Office product suite including Word, Excel, PowerPoint and Outlook; Adobe Acrobat Professional, InDesign and related programs. Knowledge of Microsoft Office templates and the use of styles in files.

Must be detail-oriented and able to work with a high volume of documents in a fast-paced environment; must be organized and process-oriented; able to handle multiple requests while detailing document activity. Excellent oral and written communication skills to interact with all levels of an organization; able to work independently and in a team environment. Must possess excellent keyboarding, self-auditing for grammar, and have high quality standards. Demonstrates flexibility and agility to accomplish CDA's mission.

This position is contingent upon a successful background clearance.

Essential Duties and Responsibilities:

1. Create, design, and develop letters, forms, notices and other documents for the Alternative Payment Program (AP) and the California State Preschool program (CSPP); format documents into compatible versions for the system databases, website, and DocuSign.
2. Evaluate existing forms for updates or enhancements; incorporate user-friendly, consistent elements, and branding.
3. Assist in the creation and organization of filing systems to maintain all electronic and paper documents.
4. Troubleshoot and correct forms as needed or required; test electronic forms for timely and proper usage. Request, obtain and track information necessary to design, develop and/or update forms.
5. Serve as a resource to team members, supervisors and others by responding to questions and providing guidance.
6. Coordinate of the collection of ideas and resources.
7. Support project managers and team leaders as needed.
8. Review and coordinate project submittals according to project/process requirements.
9. Perform general clerical duties including but not limited to: photocopying, report binding, faxing, mailing, shipping, filing, meeting coordination, ordering supplies.

Additional Duties and Responsibilities:

1. Participate in on-site and off-site learning opportunities such as workshops, conferences, staff meetings and trainings.
2. Additional duties as assigned.

Work Schedule: Full-time, 40 hours per week; Monday–Friday 8:30 AM to 5:00 PM

Salary: \$20.84 per hour; Non-Exempt

Benefits: Paid Holidays, Eligible for Medical, Dental, Vision; Sick and Vacation; Long Term Disability; Life Insurance; Retirement Plan and Profit Sharing Plan.

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