

Camden County Senate Bill 40 Board
(DBA Camden County Developmental Disability Resources)
Job Description

Job Title: Targeted Case Management Administrative Assistant

Reports To: TCM Office Manager

FLSA Status: Non-Exempt

Hours per Work Week: up to 28 (Part-Time) or 40 (Full-Time)

Minimum Starting Wage: \$15.00 Hourly

Last Revision Date: 04/14/2026

General Description:

The Targeted Case Management Administrative Assistant reports to the Targeted Case Management Office Manager and is responsible for secretarial, clerical, data entry, records management, basic administrative assistant duties, basic receptionist duties, and other duties as assigned by the Targeted Case Management Office Manager.

Primary Duties & Responsibilities:

- Maintain compliance with all regulatory governances on confidentiality of client records and other privacy and HIPPA related information
- Complete and send out information to new and existing clients
- Answer phone and take messages for staff
- Communicate professionally in both writing form and in person
- Maintain a thorough working knowledge of agency's computer systems
- Input data into computer systems as needed
- Route information to staff as needed
- Mailing of agency documents, correspondence, and routing mail to staff
- Type correspondence and other documents
- Design and develop new forms and templates as needed
- Assist in gathering data and distributing reports
- Maintain filing systems
- Greet visitors to office and direct them as required
- Scan and digitize records while maintaining accurate electronic and paper file systems
- Meet CCDDR's performance measurement goals
- Maintain professional demeanor and appropriate personal appearance
- Maintain effective professional communication and relationships with staff, service providers, clients, office personnel, and other stakeholder agencies
- Perform other work as assigned

Knowledge, Skills and Abilities:

- Effectively facilitate meetings and respond to common inquiries, orally and in writing
- Understand, interpret, and apply instructions
- Assimilate and understand information in a manner consistent with the essential job functions
- Communicate effectively
- Function effectively in an office environment that is fast paced and result oriented, which presents multiple demands with frequent interruptions; constantly shifting schedules and priorities; and simultaneous deadlines requiring flexibility, organization, and cooperation
- Operate assigned equipment, computer hardware, and computer software

Minimum Requirements:

- HS diploma or GED
- Valid Missouri driver's license & acceptable driving record
- Have access to adequate transportation and be able to travel as needed

NOTE: All applicants given a conditional offer of employment will have their education credentials, experience credentials, and background screenings evaluated and verified

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing this job, the employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds over a short distance.

Reasonable accommodations may be made to enable otherwise qualified individuals to perform the essential functions of the job.

I have reviewed this Job Description with my supervisor and agree to assume all of the duties herein.

(Employee Signature)

(Date)

(Supervisor Signature)

(Date)