

Crawford County Job and Family Services

*Income Maintenance*Workforce Development*Child Support Enforcement*Children Services*

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-562-0015
Fax 419-563-9797

CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-563-1570
Fax 419-562-0050

VACANT POSITION

ADMINISTRATIVE ASSISTANT - FULL-TIME
SUPERVISOR: DIRECTOR
UNIT: ADMINISTRATION

PCN: 10002.0
RANGE: 05
BASE: \$16.24

DUTIES

Directly assists agency Director, Assistant Director and Administrators with administrative tasks and major duties. Assists with administrative tasks and assumes responsibility for non-routine administrative tasks; completes special projects or other assignments. Aids in implementation and formation of programs and special projects. Updates manuals. Prioritizes and schedules meetings for agency Director as well as the Management Team as directed. Conducts meetings to communicate decisions, assignments, directives, etc. to appropriate staff members. Assumes responsibility for some administrative functions in the Director's absence (i.e., those duties that have been specifically delegated to be performed in the Director's absence). Prepares memoranda and reports.

Produce personnel forms and related documents (e.g., Position Descriptions, performance evaluations for distribution, job bulletins for posting, PERS forms, EEO reports, appointment letters, change notices) and processes various personnel transactions. Participates in recruitment activities (e.g., provides forms to applicants; explains application procedures; receives and reviews applications; schedules and/or conducts preliminary interviews; answers inquiries regarding classification, compensation, benefits, and career opportunities). Conducts background checks for staff and applicants as needed. Maintains personnel records, Table of Organization, and Position Roster and/or composes and revises Position Descriptions. Performs related clerical/administrative duties (e.g., collects data; creates computer logs and/or tracks data for customer, employee complaints and public records requests; types notes taken during meetings; maintains current records for human resources office such as employee orientation materials, county human resources handbook, civil service laws and rules, classification specifications, employee bulletin board; forwards claims/paperwork to appropriate agency/person; organizes meetings; assists in calculating budget/payroll; answers telephone; acts as receptionist).

Represents Director by serving as liaison between the agency and other interested parties (e.g., staff members, the public, clients, vendors). Interprets and explains personnel policies and procedures. Answers questions from other agency employees and clients via telephone or face-to-face contact regarding personnel policies or procedures, telephone and computer malfunctions, completes tickets for service requests; follows up to ensure repairs have been completed.

Attends administrator/supervisor and facilitator meetings. Attends training and conferences.

** An essential function of this position requires regular and predictable attendance. **

Crawford County Job and Family Services

*Income Maintenance*Workforce Development*Child Support Enforcement*Children Services*

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-562-0015
Fax 419-563-9797

CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-563-1570
Fax 419-562-0050

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE: : Computer operations; office practices and procedures; administrative practices; public relations; duties and responsibilities of administration; English grammar and composition; Management practices; Agency personnel policies and procedures; procedures for obtaining employee security; Intermediate mathematical skills.

ABILITIES: Perform a full range of clerical functions; resolve recurring, standard problems; handle problems involving varied and unrelated methods; construct standard tables and graphs (using Excel and other Microsoft office suite applications); maintain accurate records; prepare correspondence; work on multiple tasks; take dictation; prepare travel arrangements; communicate changes to parties; perform routine maintenance on office equipment.

SKILLS: Typing; data entry; oral communication; professional correspondence; operating computer systems; organization; trouble-shooting computer problems.

MINIMUM QUALIFICATIONS

Completion of two years of technical training in office administration/secretarial science with emphasis on legal secretarial functions. Also requires two years experience in area of clerical or administrative work performing non-routine and routine administrative and clerical tasks, coordinating internal activities, and utilizing computer software programs.

- Or two courses or twelve months experience in typing or keyboarding, two courses or twelve months experience in legal research and writing, two courses or twelve months experience in word processing, one course or six months experience in office practices & procedures, one course or six months experience in administrative office procedures, one course or six months experience in techniques of writing, and one course or six months experience in business mathematics. Also requires two years experience in area of clerical or administrative work performing non-routine and routine administrative and clerical tasks, coordinating internal activities, and utilizing computer software programs.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Crawford County Job and Family Services

*Income Maintenance*Workforce Development*Child Support Enforcement*Children Services*

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-562-0015
Fax 419-563-9797

CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-563-1570
Fax 419-562-0050

UNUSUAL WORKING CONDITIONS/HAZARDS

The incumbent has almost no responsibility for the safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.

****EQUAL OPPORTUNITY EMPLOYER****

TO APPLY:

SEND A COVER LETTER, AGENCY APPLICATION (FOUND ON
WWW.CRAWFORDCOUNTYJFS.ORG), AND RESUME.
(ALL 3 ARE REQUIRED TO BE CONSIDERED)
DURING THE POSTING DATES LISTED BELOW.

CONTACT INFORMATION: ATTN: CASSANDRA HOLTZMANN
CASSANDRA.HOLTZMANN01@JFS.OHIO.GOV OR FAX-419-563-9797 OR MAIL TO:
CRAWFORD COUNTY JOB AND FAMILY SERVICES, 224 NORTON WAY, BUCYRUS,
OHIO 44820

POSTING DATES: 2/11/2019 – 2/25/2019