



ARE YOU THE ONE WE'RE LOOKING FOR?

Wayne County Children Services is accepting applications for a full-time Executive Assistant.

OUR MISSION

Wayne County Children Services, in partnership with the community, assists to protect abused and neglected children and to strengthen, preserve, and empower families.

JOB RESPONSIBILITIES

Under general supervision, the Executive Assistant provides clerical and office support for the Executive Director, Executive Team, Board of Directors, and general support to the agency.

QUALIFICATIONS

- Completion of High School with additional course work in secretarial sciences, computer operations, project management, office practices/procedures.
- At least three years of secretarial experience, or an equivalent combination of education and experience.
- Must become a Notary Public by the end of the probationary period.
- Must own, lease, or have immediate access to safe and reliable personal transportation to use for work related responsibilities when an agency vehicle is not available.
- Must pass a background check, BMV check and drug/alcohol screen.

SKILLS & ABILITIES NEEDED

- Office practices and procedures; knowledge of Microsoft Office; project management
- Transcribe dictation and/or notes from meetings
- Anticipate, define and avert problems
- Collect data, establish facts and draw valid conclusions
- Maintain accurate records
- Plan, prioritize, schedule and organize work
- Communicate effectively in written and oral form
- Ability to respond to upset individuals on telephone and in person
- Handle confidential records and information
- Prepare meaningful, concise and accurate reports
- Maintain and contribute to a supportive and cooperative working relationship with supervisors and co-workers
- Skills in keyboarding, proofreading, office machine operation and desk-top publishing



BENEFITS INCLUDE

Minimum hourly rate of \$15.81; paid sick leave, vacation, personal time and holidays; flexible work schedule; OPERS; fleet of cars for work related transportation; employee assistance program; health, dental, prescription, optical and life insurance.

Application must accompany resume and may be downloaded from our website – www.waynecsb.org

Mail, fax or email completed application & resume to Lisa Cygan, HR Director, Wayne County Children Services, 2534 Burbank Rd., Wooster, OH 44691. Fax: 330-345-1282. Email: Lisa.Cygan@ifs.ohio.gov

Applications will be accepted until the position is filled. EOE.