**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@jfs.ohio.gov

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