

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

Class Number: 20116

BASE: \$16.72

PCN: 10002.0

Range: 05

*****Equal Opportunity Employer*****

IF YOU ARE INTERESTED AND YOU MEET THE MINIMUM QUALIFICATIONS, AN AGENCY APPLICATION (FOUND ON WWW.CRAWFORDCOUNTYJFS.ORG), COVER LETTER, AND RESUME MUST BE SUBMITTED DURING THE POSTING DATES LISTED BELOW.

CONTACT INFORMATION: ATTN: ANDREA TRUEX

Andrea.Truex@jfs.ohio.gov OR MAIL TO: CRAWFORD COUNTY JOB AND FAMILY SERVICES,
224 NORTON WAY, BUCYRUS, OH 44820.

POSTING DATES: August 24, 2021-September 15, 2021 AT 4:00PM.

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 delegated by supervisor/administrator. Aids in implementation and formation of programs and special projects. Updates manuals. Prioritizes and schedules meetings for a agency Director as well as the management team as directed. Conducts meetings in order 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). 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 clients as needed. Maintains personnel records, Table of Organization, and Position Roster and/or composes and revises Position Descriptions. Performs related clerical and administrative duties.

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.