

CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES POSITION POSTING

(Applications for the following positions may be downloaded from the website at www.clermontdd.org or obtained in the Human Resources Department, located at the Thomas A. Willey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

AVAILABLE POSITION: **Secretary – Part-time**
20 Hours per Week, Non-Bargaining Position

IMMEDIATE SUPERVISOR: Community Support Services Director

DUTIES: (Summary Only)

QUALIFICATIONS: Provides clerical assistance through routine secretarial tasks (i.e., provides explanation, orally and/or in writing, of services or activities of assigned area, but does not include formulating interpretation of policies and procedures as they would apply in given situation) (e.g., drafts and may sign simple correspondence; researches responses to inquiries; compiles data; prepares reports, gathers statistics and may compile in report form; performs research and writes reports to present straightforward information; coordinates daily work flow of office; revises content of manuals and notebooks as directed; requisitions equipment and supplies as requested; may screen problems, and obtains files and records to support same for referral and may resolve only those which do not involve interpretation or judgment of applicability of policies and procedures.

Provides clerical assistance, formats and/or assists in formatting, types and proofs standard documents requiring use of legal, medical, scientific, statistical or foreign language terminology, correspondence and reports. Exposure to confidential written or oral information and maintains confidential work. Performs other clerical duties as needed(e.g., maintains files; sorts and routes mail; answers phones and screens calls; greets visitors; orders and stocks supplies; maintains calendar; makes copies; prepares materials for mailing; prepares time reports for payroll; schedules meetings).

Works cooperatively with other staff, parents, caseworkers, medical personnel, specialists, etc. Promotes and implements the mandates and goals of the Clermont County Board of Developmental Disabilities in a professional, positive, and efficient manner. Maintains regular, punctual, and consistent work schedule. Develops and demonstrates knowledge of current developments in field to maintain job proficiency. May be requested to transport individuals in an agency vehicle; if transporting individuals, is required to have valid CPR/First Aid and meet requirements of Board's Transportation policy; performs other related duties as required or assigned.

Must be willing to learn and ultimately possess the knowledge, values, attitude and skills required to contribute to a trauma-informed community. Strive to create an environment that respects the perspectives and experiences of individuals, families, staff and communities we serve by practicing the Sanctuary commitments.

MINIMUM QUALIFICATIONS:

1 yr. training or 1 yr. exp. in secretarial science including efficient operation of office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications preferred. For positions requiring technical terminology, applicants must also have 6 mos. training or 6 mos. exp. in relevant technical terminology. Successfully pass pre-employment post-offer physical exam with drug test, BCII check, all required registry checks including the Abuser Registry check, and the Nursing Registry check.

SALARY: \$15.90 – \$17.49 per hour (depending on experience)
POSTING DATE: 5/1/2018
APPLICATION DEADLINE: Until filled
SEND APPLICATIONS TO: Kathy Booth, Human Resources Coordinator cbooth@clermontdd.org
Clermont County Board of DD
2040 US Highway 50
Batavia, OH 45103