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. Wildey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

AVAILABLE POSITION: **Clerk III – Community Support Services**
240 Days per Year, 8 Hours per Day, Bargaining Unit Position

IMMEDIATE SUPERVISOR: SSA Supervisor

DUTIES: (Summary Only) Greets visitors to department or facility (main entrance of Wildey Building) Prepares, processes and maintains office and individuals' records and files. Prepares and maintains department documents (e.g., payroll, allowance, purchase orders, production, etc.); prepares, distributes, receives, processes and files various forms and records; calculates figures for payroll, Medicaid reports, etc.; processes and distributes payroll, allowances or payments for other services as directed. Maintains and keeps current all building filing, and maintains filing in warehouse for archived documents. Types a variety of routine and complex and confidential documents (e.g., memos, letters, reports, meeting minutes, payroll sheets, inventory, Medicaid reports, etc.); composes routine memos or letters; attends meetings to take minutes of meetings. Performs related clerical duties (e.g., operates and maintains photocopier, distributes information to staff or clients, files records and reports, opens and distributes mail, purchases office supplies, etc.); answers telephone and takes messages or transfers calls to appropriate person; schedules appointments and interviews, accepts applications; greets visitors to department or facility; assists individuals with information or guidance as needed. Performs various and numerous related clerical duties (e.g., typing, telephone assistance, reproduction, scanning, filing, etc.) 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 (SURE Core Values) and actively supports fundraising efforts. Maintains any required licenses and/or credentials. Maintains regular attendance and consistent, punctual work schedule. Develops and demonstrates knowledge of current developments in field to maintain job proficiency. May be required 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.

QUALIFICATIONS: Minimum of high school diploma or GED; with two (2) years of experience in office practices, or equivalent; computer knowledge. Successfully pass post-offer pre-employment physical exam, criminal background check, Abuser Registry, Nursing Registry, and other registry checks per Statute.

SALARY: $15.40 - $16.94 per hour (depending on experience)
POSTING DATE: February 20, 2019
APPLICATION DEADLINE: Until filled
SEND APPLICATIONS TO: Kathy Booth
Clermont County Board of DD
2040 US Highway 50
Batavia, OH 45103
cbooth@clermontdd.org

19-010 **The Clermont County Board of DD is an Equal Opportunity Employer**