



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: ADMINISTRATIVE SUPPORT
DEPARTMENT: WARREN COUNTY JOB AND FAMILY SERVICES, CHILDREN SERVICES
PROBATIONARY RATE: \$18.13hr. (365-DAYS)
PAY RANGE: #10
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING SEPTEMBER .

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US. COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION, DOWNLOAD TO YOUR DESKTOP AND EMAIL WITH A RESUME TO: WCCOMMAPP@CO.WARREN.OH.US . PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$259 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE SUPPORT

INCUMBENT:

CLASS TITLE:

Department: Children Services	FSLA Status: Non-exempt
Reports To: Business Manager	Civil Service Status: Classified
Pay Range: 10	Employment Status: Full-time
Probation: 365 Days	Lunch: ½ hour; Unpaid
Work Hours: 8:00 A.M. to 4:30 P.M.	

JOB RESPONSIBILITIES:

Under general supervision performs scanning of current and old files, clerical duties, operates multi-phone line, type correspondence, reports, forms, and other documentation, perform reception duties, process and scan mail, receive and direct visitors and messages, operate office equipment, maintain multiple spreadsheets; may maintain various account records. Perform other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.

High School Diploma or equivalent
Experience in customer service preferred
Proficiency in and ability to learn various computer programs
General office knowledge

LICENSURE AND CERTIFICATION REQUIREMENTS:

1. Valid Ohio Driver's License and Dependable Transportation
2. Auto insurance required by law and agency needs

ESSENTIAL FUNCTIONS:

1. Scan current and old case files in Traverse scanning system.
2. Answer incoming calls for Agency, operate main switchboard.
3. Receive messages, provides general information, and transmit messages to appropriate personnel.
4. Receive and direct visitors, the general public, and county office personnel.
5. Perform clerical functions (e.g., files, retrieve documents, copies, collate materials, scan, sort, etc.)

6. Operate equipment as needed (e.g., computer, scanner, copier, fax, etc.)
7. Ensures file information is complete and maintains files.
8. Demonstrates regular and predictable attendance.
9. Follow all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.
10. Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES: (*indicates developed after employment)

KNOWLEDGE of:

DEPARTMENTAL POLICY AND PROCEDURES; OFFICE PRACTICES AND PROCEDURES; PUBLIC RELATIONS, DATA PROCESSING, INVENTORY CONTROL, PURCHASING AND SCHEDULING.

ABILITY to:

INTERPRET A VARIETY OF INSTRUCTIONS; COMMUNICATE EFFECTIVELY; COPY MATERIAL ACCURATELY AND CORRECT GRAMMATICAL AND SPELLING ERROR; CODE ITEMS FROM ONE SYMBOLIC FORM TO ANOTHER; DEVELOP AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS; MAINTAIN ACCURATE RECORDS; CALCULATE NUMBERS; GATHER, COLLATE, AND CLASSIFY INFORMATION; PREPARE MEANINGFUL, CONCISE AND ACCURATE REPORTS; AND ANTICIPATE PROJECTED INVENTORY NEEDS.

SKILLS in:

OPERATING MULTI-LINE PHONE SYSTEM; TYPING; COMPUTER; CALCULATOR; FILING; COPIER; SCANNER; MUST BE SKILLED IN CUSTOMER SERVICES; ACCURACY AND EFFICIENCY.

SIGNATURE

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)