



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: OFFICE ADMINISTRATOR
DEPARTMENT: WARREN COUNTY CHILD
ADVOCACY CENTER
PROBATIONARY RATE \$24.88 - \$28.88
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 BEGINNING FEBRUARY 10, 2025

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS: CLICK ON JOB OPPORTUNITIES THEN CLICK ON WARREN
COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR
DESKTOP AND EMAIL THE COMPLETED APPLICATION AND RESUME TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST WILL BE ACCEPTED UNTIL THE 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 **\$310 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

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POSITION DESCRIPTION**

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Position Title: Office Administrator
Class Title:

Incumbent:

Department: Child Advocacy Center
Reports To: Director
Pay Range: 18
Probation: 365 days
Work Hours:

FLSA Status: Non-Exempt
Civil Service Status: Classified
Employment Status: Full Time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under general supervision of the director, assists in the overall daily operations of the Child Advocacy Center; serves as the frontline person for the center; maintains the case tracking system; prepares statistical reports, submitting them as required by funding and community partners; help monitor grant compliance under director's supervision; researches data and prepares reports, maintains personnel files and records, generates payroll, composes and types correspondence, reports, tables, etc.; maintains various account ledgers/spreadsheets; and performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

Completion of secondary education with coursework in business and/or child advocacy; experience in public service, 3-4 years of experience which evidences a thorough knowledge of office management and an advanced knowledge of government structure, and a basic knowledge of purchasing, personnel administration and public relations; and/or equivalent combinations of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Ohio Valid Drivers License

ESSENTIAL FUNCTIONS:

1. Act as frontline for the office and is responsible for coordination and scheduling of interviews for the center. Screen calls, take messages, route calls using discretion and apply tact and empathy to the caller. Receive and direct general public, visitors and official personnel
2. Provide information and referrals to callers regarding services available at the center and communicate other resources that may be appropriate.

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3. **Research and gather information and maintain current data in tracking system and prepare reports. Maintain a database of names and organizations for the center. Write interdepartmental and interagency correspondence and other necessary correspondence under the supervision of the director.**
4. **Coordinate site visits and tours of the facility.**
5. **Play a vital role in planning of the annual conference and other special events, acting as a liaison between the center and individuals or organizations involved.**
6. **Ensure that all children and families that visit the center are comfortable and able to be assisted by members of the team, creating a trauma-informed environment for victims. Meet and anticipate customer needs/expectations by providing quality professional service. May need to provide supervision of child victims and initiate play activity to lesson anxiety while waiting.**
7. **Maintain personnel files (e.g., sick leave, vacation, discipline, etc.).**
8. **Computes and prepares payroll.**
9. **Performs various clerical functions (e.g., sorts mail, files, retrieves documents, takes dictation, order office supplies, proofs prepared copies, schedules appointments, etc.).**
10. **Assumes the responsibility for efficient operation of the office.**
11. **Operates office equipment (e.g., computer, adding machine, typewriter, calculator, copier, fax, etc.).**
12. **Maintains various department account ledgers and balances monthly to trial balance reports.**
13. **Follows all safety and health practices of the Warren County Board of Commissioners.**
14. **Demonstrates a regular and predictable attendance.**

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15. Help prepare yearly budget requests and proposed estimate of requests for following year with the Director.
 16. Maintain integrity and confidentiality of information.

OTHER DUTIES AND RESPONSIBILITIES:

1. Processes paperwork/enrollment for new employees.
3. Works on special projects as directed.
4. Performs other duties as required by the director.

KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties.

Knowledge of: child advocacy; office practices and procedures; agency policies and procedures; basic bookkeeping procedures; public relations; scheduling; researching techniques, government structure.

Ability to: maintain accurate records; prepare meaningful, concise, and accurate reports; communicate effectively; interpret a variety of instructions; develop and maintain effective working relationships with associates, government officials, and general public; use proper research methods in gathering data; calculate numbers; gather, collect and classify information about data; people and things; copy materials accurately and correct grammatical and spelling errors; operation of office equipment; develop reports; operate computer terminal for extended periods of time.

Skills in: computer operation, office management, Microsoft Word, excel, access and powerpoint; interpersonal skills of listening and communicating.

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)

Date Adopted:
Date Revised: February 2025