

Medina County Job and Family Services

Position Description

Division:	Business Services
Unit:	Administration
Supervisor:	11000.0 Cheryl Scheck

Classification:	Administrative Asst.	Working Title:	Administrative Assistant
Class Number:	10131-Medina	Position Control Number:	11001.0
Status:	Non-Bargaining	Pay Range:	27

Summary of Essential Duties

Under the direction of the Deputy Director of the Business Services division, assists in performing administrative tasks and specific work duties; serves as a liaison between the Deputy Director and other parties (i.e., staff members, the general public, clients, vendors, other Job and Family Services agencies, Ohio Department of Job and Family Services, and other Medina County agencies); performs general clerical tasks (e.g., filing, making copies, creating manuals, typing letters) and non-routine administrative tasks or special projects as delegated by the Deputy Director.

Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Assists the Deputy Director in performing administrative tasks and specific work duties appropriate to the department.
5. Serves as the Data Network Coordinator (including PC re-burns, password resets, various systems and hardware trouble shooting).
6. Assists with Human Resources as needed (i.e., backup payroll duties, time maintenance); assists with benefit recovery; assists with random moments and other fiscal activities.
7. Aides in implementation and formation of programs and special projects.
8. Prepares reports and types letters as requested by the Deputy Director.
9. Creates and maintains data base needed for reports and division statistics.
10. Creates and updates manuals and reference books (i.e., resolutions, procedure manuals, data resource books).
11. Performs general clerical tasks (i.e., filing, making copies, data entry).
12. Acts as liaison with other staff members and departments, the general public, clients, vendors, community groups and other Job & Family Services agencies.
13. Performs public relation duties.

14. Makes arrangements for meetings (i.e., types agendas, schedules rooms, assures availability of necessary equipment).
15. Assumes responsibility for non-routine administrative tasks and completing projects or other assignments delegated by the Deputy Director.
16. Keeps current on training requirements, attends required meetings and shares gained information with co-workers.
17. Serves as a resource person for other staff.
18. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
19. Performs other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: Computer operations; office practices and procedures; Administrative practices; public relation issues; typing principles; duties and responsibilities of the Deputy Director; word processing functions; data entry functions; English, grammar and composition; agency policies and procedures; intermediate mathematical principles; agency computer systems; procedures for obtaining employee security clearance; agency meetings and conferences; training activities.

Skill in: Problem solving; interpretation/understanding; oral communication; writing; listening; organization; computer operations; typing; word processing; public presentation and speaking.

Ability to: Use standard office equipment; perform computer operations; type; perform intermediate mathematical operations; gather, collate and summarize data into tables and graphs; answer routine questions from staff; develop and write reports; extract information from various sources, collect facts and interpret technical material; understand manuals and verbal instructions; complete forms; proofread materials; sort items into established categories according to established methods; resolve recurring problems; perform a full range of standard clerical assignments; handle problems involving varied and unrelated processes and methods; prepare correspondence; maintain accurate records; work on multiple tasks/projects; handle contacts with outside agencies; photocopy materials; act as liaison between Deputy Director and interested parties; communicate changes to necessary parties; interpret and explain policies and procedures.

Qualifications

Possession of a Bachelor=s degree in a related field,

or

Possession of a related Associate degree and one year experience in office administration and/or secretarial duties,

or

Two years experience in office administration, secretarial duties or other related position within the agency and currently pursuing a related degree with a minimum of five (5) hours completed.

Additional Requirements

Must successfully undergo BCI background check
Successfully complete an alcohol and drug screening
Possess a valid Ohio Driver=s License
Provide proof of eligibility to work in the United States

Inherently hazardous or physically demanding working conditions:

May encounter irate clients or individuals; may have some exposure to common chemicals found in an office environment, such as toner and correction fluid; may be required to lift up to 40 pounds (i.e., computer components, supplies).

Administrative Assistant P.C.N. 11001.0

List Position Numbers and Class Titles of Positions directly supervised:	Signature of Agency Representative:	Date:
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