



POSITION AVAILABLE:

Clerical Specialist (Part-time)

POSTING DATE: Thursday July 29, 2021
DEADLINE TO APPLY: Thursday, August 12, 2021; 4:30 p.m.

DEPARTMENT: Commissioners' Office
LOCATION: Ravenna, OH

SALARY: \$14.91/hour
WORKING HOURS: Monday - Friday, approximately 25 hours per week
FLSA STATUS: Classified, non-exempt

JOB OBJECTIVES:

Incumbent is responsible for greeting and directing visitors to the Board of Commissioners' office and responding to inquiries from staff and the general public to provide requested information and/or refer to the appropriate party. Additional duties include but not limited to answering the telephone, providing clerical support for the Board of Commissioners' office and maintaining records and resolving issues as presented by staff and the general public.

MINIMUM QUALIFICATIONS:

High School diploma or G.E.D. and one to three years' experience working in a receptionist or administrative/office support type role are required.

EXAMPLE OF DUTIES:

Maintain the Commissioners' Boards & Commissions files, correspond with each Board chair regarding potential appointees and vacancies, review by-laws and Ohio Revised Code for term length and special categories for applicants, prepare resolution from template documents provided to appoint/reappoint members, compile updated listing of vacancies, new appointments/reappointments, work with potential applicants to complete application, coordinate with the Clerk for the Board of Commissioners for interview times and relay information to applicant, prepare and discuss board vacancies, appointments/reappointments with the Board of Commissioners and prepare correspondence from template documents to new Board members advising about their appointment. Assist with assembly of Board of Commissioners (BOC) weekly agenda packets by making copies and coordinating documents in the packets. Assist with reformatting Resolutions and placement into the draft meeting minutes. Assist with routing signed documents to internal and external departments, including information from the Share File and weekly folders from the Commissioners' meetings. Assist with posting items to the County's website and the Official bulletin boards. Assist with cross referencing Resolutions and Journal Entries for Solid Waste, Commissioners, Records Commission, and Juvenile Detention Center. Ensure that visitors wishing to speak during the Commissioners' meetings have the Public Comment form filled out correctly and presented to the Clerk for the Board.

For full job description, click [HERE](#).

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266

EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)