



POSITION ANNOUNCEMENT

DEPARTMENT: ADMINISTRATION

POSITION: ADMINISTRATIVE ASSISTANT

IMMEDIATE SUPERVISOR: DIRECTOR OF HUMAN RESOURCES AND DIRECTOR OF BUSINESS MANAGEMENT

HOURS: 40 HOURS PER WEEK 8 HOURS PER DAY 260 DAYS

SALARY: COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE (RANGE \$35,058 TO \$48,571)

PRIMARY FUNCTION: UNDER THE GENERAL SUPERVISOR OF THE DIRECTOR OF HUMAN RESOURCES AND THE DIRECTOR OF BUSINESS MANAGEMENT, PERFORMS ADMINISTRATIVE TASKS TO PROVIDE ASSISTANCE IN A TECHNICAL ENVIRONMENT, AND INDEPENDENTLY PROVIDES EXPLANATION, ORALLY AND/OR IN WRITING, OF SERVICES OR ACTIVITIES OF ASSIGNED AREA.

QUALIFICATIONS:

- POSSESSION OF A HIGH SCHOOL DIPLOMA OR GED CERTIFICATE AND TWO YEARS OF RELATED OFFICE ADMINISTRATION EXPERIENCE.
 - KNOWLEDGE OF PERSONAL COMPUTERS AND RELATED SOFTWARE PACKAGES, INCLUDING ONLINE DATABASE ENTRY, RETRIEVAL, AND REPORTING.
 - EXPERIENCE WITH RECORD-KEEPING SYSTEMS, PAYROLL, AND/OR HUMAN RESOURCES PRACTICES IS PREFERRED.
 - ABILITY TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH FELLOW EMPLOYEES AND MANAGERS, SERVICE VENDORS, AND EMPLOYEES OF OTHER AGENCIES AND BUSINESSES.
 - ABILITY TO COMMUNICATE EFFECTIVELY WITH OTHERS, BOTH VERBALLY AND IN WRITING.
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SUBMIT COMPLETED APPLICATION TO: HUMAN RESOURCES
PORTAGE COUNTY BOARD OF DD
DENNIS M. COBLE ADMINISTRATION BUILDING
2606 BRADY LAKE ROAD
RAVENNA, OH 44266
330-297-4108
330-297-1202 (FAX)

COMPLETE AN APPLICATION AT THE ABOVE LOCATION OR DOWNLOAD AT
www.portagedd.org/careers

IN-HOUSE APPLICANTS: COMPLETE LETTER OF INTENT WITH UPDATED RESUME
(AVAILABLE IN THE HR DEPARTMENT)

POSTING DATE: SEPTEMBER 9, 2021
DEADLINE: SEPTEMBER 26, 2021

NOTE: ALL EMPLOYMENT OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A PRE-EMPLOYMENT DRUG AND ALCOHOL TEST, BACKGROUND CHECK, BMV ABSTRACT, AND PHYSICAL PRIOR TO BEING HIRED.

PCBDD DOES NOT DISCRIMINATE IN EMPLOYMENT BASED ON HANDICAP, RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, OR AGE.