



POSITION AVAILABLE:

Administrative Assistant

POSTING DATE: Friday, June 25, 2021
DEADLINE TO APPLY: Open until filled
DEPARTMENT: Veteran's Service Commission
LOCATION: Ravenna, OH
STARTING SALARY: \$12.36/hour
WORKING HOURS: 8:00 a.m. - 4:30 p.m. Monday - Friday
FLSA STATUS: Classified, non-exempt

MINIMUM QUALIFICATIONS:

High School diploma. Experience in an office environment helpful. Experience dealing with the public helpful. Must have a valid driver's license and meet the county's current vehicle use requirements. **Must be a veteran or the spouse or child of a veteran.**

EXAMPLE OF DUTIES:

Greeting clients and answering and directing telephone calls in a courteous and respectful manner. Processing payroll. Verifying vacation, sick and personal hours. Keeping attendance records; Preparing financial assistance vouchers. Typing minutes and completing reports for commission meetings. Creating initial VETRASPEC data files. Distributing and filing federal claim file folders. Picking up and distributing incoming and outgoing mail. Providing complete back-up to the Office Manager on bill-paying procedures including purchase order and voucher preparation and tracking, establishing/updating vendor files, and working with the Purchasing Department and County Auditor. Making entries in established databases for various office logs and reports such as daily contact reports, VA awards, daily calendars, and transportation sheets, then printing reports from this data as applicable. Ordering, receiving and distributing military discharges; sending/receiving military discharges to/from the County Recorder. Coordinating special transportation needs with the drivers and the Office Manager and keeping the Director apprised of transportation and vehicle issues based upon drivers' input.

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>
- **SUBMIT THE REQUIRED COUNTY APPLICATION, FORM DD214, RESUME & COVER LETTER TO:**

RICHARD MCCLELLAN, DIRECTOR
PORTAGE COUNTY VETERANS' SERVICE COMMISSION
449 S. MERIDIAN STREET, 3RD FLOOR
RAVENNA, OH 44266

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)