

CLARK COUNTY NOTICE OF VACANCY

Position Title: Administrative Specialist 1
Location: Clark County Community and Economic Development, 3130 E. Main St., Suite A, Springfield, Ohio
Supervisor: Community and Economic Development Director
Hourly Pay Rate: \$13.48 (minimum - based on experience) + 3.5% increase after successful probation
Classification: Permanent • Part-time • Classified • Non-Exempt
Date Issued: January 31, 2019
Filing Deadline: February 14, 2019 at 4:30 PM

Instructions: Applicants interested in the above named position are to submit an employment application, resume and letter of interest to the Springview Government Center, c/o Clark County Personnel Office, 3130 East Main St., Springfield, Ohio 45505, fax to (937) 328-2486, or email hr@clarkcountyohio.gov. Please be sure to specify skills and experience applicable to the position for which you are applying. Applicants needing accommodation in completing this application, please contact the County Personnel Office at (937) 521-2015. Applications may be obtained in the Personnel Office or online at www.clarkcountyohio.gov

Responsibilities:

The purpose of this position is to perform general clerical work, routine administrative support duties of a procedural nature, and provide public service at the counter for the Building and Zoning Department.

Summary of Duties:

- Greets customers and answers questions; provides information regarding activities and location of departments, offices, and employees within the organization; answers, screens and forwards telephone calls; records and relays messages and makes appointments as necessary.
- Prepares, sorts, files and retrieves correspondence and records/reports; purges files in accordance with established procedures, schedules or legal requirements; copies and distributes files, records, reports, documents, audio and/or visual material, as assigned in support of program operations.
- Receives, opens, sorts and distributes mail, parcels and other materials; collects, seals, and stamps outgoing mail; and arranges for courier service pick up.
- Prepares purchase orders and places orders for routine supplies; maintains inventory and distributes supplies; and reconciles invoices against purchase orders.
- Operates a personal computer to enter, retrieve, review or modify data, utilizing Microsoft Word, word processing, spreadsheet, database, presentation, Internet, email, and financial record keeping software; and operates/maintains general office or other equipment as necessary to complete essential functions.
- Communicates with supervisor, employees, elected and appointed officials, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new procedures, trends and advances in the profession; participates in continuing education activities; attends meetings, workshops and seminars as appropriate.

Minimum Qualifications:

- High School diploma and Vocational/Technical certification; supplemented by at least six (6) months experience in an office environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Clark County is an Equal Opportunity/ADA Compliance Employer, M/F V/H
Clark County does not discriminate on the basis of race, color, national origin, ancestry, sex, genetic information, sexual orientation, religion, age, disability or military status.