

WARREN COUNTY REGIONAL PLANNING COMMISSION

406 JUSTICE DRIVE

LEBANON, OH 45036

POSITION AVAILABLE

JOB CLASSIFICATION TITLE:	ADMINISTRATIVE ASSISTANT
PROBATIONARY RATE:	\$19.58 - \$22.58 PER HOUR
PAY RANGE:	#13
SCHEDULED HOURS:	40 HOURS PER WEEK
CIVIL SERVICE STATUS:	UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING MARCH 12, 2024

**VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS:** CLICK ON JOB OPPORTUNITIES THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND
EMAIL THE COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US
PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$259 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

WARREN COUNTY REGIONAL PLANNING COMMISSION
POSITION DESCRIPTION

Position Title: **Administrative Assistant**
Department: REGIONAL PLANNING COMMISSION
Reports To: EXECUTIVE DIRECTOR
Pay Range: #13
Probation: 365 DAYS
Work Hours: 40 HOURS WITH EVENING MEETINGS
FLSA Status: NON-EXEMPT
Lunch: UNPAID

OFFICE MANAGER

NATURE OF WORK:

Under general supervision, responsible for all agency budgetary and financial matters; performs various Administrative functions;

ESSENTIAL FUNCTIONS:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.

- Budgetary procedures (e.g., Prepares draft departmental budget and appropriations; oversees day-to-day financial matters and is the staff contact for the agency's State financial audit; payment of office bills, maintains financial records, expenditure/receipt reports; does County Treasurer pay-ins, purchase orders and vouchers; performs computerized accounting tasks; account reconciliation; Bi-annual request for Commissioners funds).
- Process payroll and maintain employee records pertaining to payroll (e.g. time off requests, etc).
- Prepares Resolutions.
- Attends public meetings (occasional evening meetings, or portions of meetings that run long); Takes minutes of meetings and prepares for distribution.
- Composes and types correspondence, reports, tables, memorandums, etc; May type other staff documents from recordings, handwritten copy and computer drafted copy; and ensures file information is complete. Prepare and mail transmittals of plat submittals for review comments. Prepare letters to applicants regarding actions taken. Prepare and maintain plat files.
- Performs various clerical and secretarial functions (e.g., sorts and distributes mail, retrieves files and documents, and orders office supplies as needed, schedules meetings and keeps office equipment in working order.
- Receives and directs general public, visitors and public officials; answers and screens incoming calls, facsimiles and e-mails, and refers to appropriate staff; provides general information; schedules

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appointments.

- Maintain and update fee schedule according to the CPI.
- Maintenance of the official personnel files. Processes paperwork/enrollment for new employees, processes termination paperwork for former employees.
- Maintains office web site information.
- Prep, Scan and document files into computer database.
- Performs office inventory.
- Prepares meeting agendas.
- Record Retention and Archives. Maintain destruction schedule.
- Assumes the responsibility for efficient operation of the office, and keeps the Executive Director abreast of fiscal spending and budget account balances.
- Maintains OPWC applications works with the County Engineer to process and deliver to state.

REQUIREMENTS:

Ability to and/or knowledge of functional supervision, office practices and procedures agency policies and procedures, and basic bookkeeping procedures.

Ability to use proper research methods in gathering data, add, subtract, multiply and divide, gather, collect and classify information and data about people, places and things.

Ability to communicate effectively, interpret a variety of instructions in written, oral or graphic form, develop and maintain effective working relationships with associates, supervisors, public officials, and the general public.

Ability to use a computer and has knowledge of general Microsoft Office programs such as Word, Excel, Access, and Microsoft Publisher; Ability to use a typewriter, copier, fax and scanner when needed.

Completion of a secondary education with coursework in business and/or secretarial science; experience in public service, 1 year of experience in a supervisory capacity; or training and/or work experience which evidences a thorough knowledge of management and an advanced knowledge of government structure, supervision, and a basic knowledge of purchasing, personnel administration and public relations; and/or equivalent combinations of training and/or experience.