

**WAYNE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES**

356 WEST NORTH STREET  
P.O. BOX 76  
WOOSTER, OH 44691

*County Commissioners*

RON AMSTUTZ  
REBECCA S. FOSTER  
SUE A. SMAIL

*Director*

RICHARD A. OWENS  
Phone 330-287-5800  
Fax 330-287-5899  
Toll Free 1-877-612-5800

**EMPLOYMENT OPPORTUNITY**

**A VACANCY EXISTS FOR AN**

**Administrative Assistant**

**IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SUBMIT A  
RESUME NO LATER THAN 9:00 a.m. on Friday, March 27, 2020.**

**RATE OF PAY: \$15.81**

**DATE POSTED: March 11, 2020**

**Duties and qualifications are described on the attached  
Position Description and Essential Function Statement.**

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**Please submit Resume to:**

WCDJFS, Attn: Business Administrator, P. O. Box 76, Wooster, OH 44691

OR hand deliver to WCDJFS, 356 W. North Street, Wooster, OH 44691

**Wayne County is an Equal Opportunity Employer**

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|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>POSITION DESCRIPTION</b>                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>OHIO DEPT. OF ADMINISTRATIVE SERVICES PERSONNEL DIVISION</b> |                                                       | <b>AGENCY: WAYNE COUNTY DEPT. OF JOB AND FAMILY SERVICES</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |             |
|                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 |                                                       | <b>UNIT: ADMINISTRATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |
| <b>( )State Agency (x)County Agency ( )New Position ( )Change</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 | <b>COUNTY OF EMPLOYMENT: WAYNE</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>USUAL WORKING TITLE OF POSITION</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 | <b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>ADMINISTRATIVE ASSISTANT</b>                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 | <b>10000.0 CJFS ADMINISTRATOR</b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>NORMAL WORKING HOURS (Explain unusual or rotating shift)</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>7:30 a.m. To 4:30 p.m.</b>                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>%</b>                                                                        | <b>Job Duties in order of importance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                 |                                                       | <b>Minimum Acceptable Characteristics</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
| <u>35</u>                                                                       | Assists Director and other Administrative staff with administrative tasks; Relieves the Director of non-routine duties; uses Director's signature authority; Prepares confidential correspondence, typed copy from rough draft, dictation system and computer disk for all Director's correspondence; schedules and records appointments for Director; makes travel and lodging arrangements for Director; organizes and maintains Director's files; Communicates decisions, assignments and directives to appropriate staff. Interprets and disseminates information, follows up to ensure compliance. Screens and directs calls, handles routine inquiries. Prepares travel requests, makes travel arrangements, determines costs, and completes expense reimbursement forms. Serves as liaison between Director and the media, government officials and agencies, agency personnel and the general public; provides information regarding Agency programs, procedures and operations. Attends weekly agency leadership meetings and prepares minutes, agenda and agency calendar. Attends and prepares minutes of monthly staff meetings. Assists Director with paperwork and bookkeeping for various committees. Maintains strict levels of confidentiality at all times. |                                                                 |                                                       | Public Relations; Scheduling; Human Relations; Office Management; Agency Policies & Procedures/Handbook; Knowledge of Bookkeeping<br><br>Knowledge of typing; computer operations; office practices and procedures; personnel records and files; job information; payroll procedures; bookkeeping procedures; financial statements. Ability to prepare fiscal records and reports.<br><br>Public Relations, Human Relations, Office Management, Agency Policies & Procedures/Handbook |             |
| <u>30</u>                                                                       | Processes Agency payroll on a bi-weekly basis; completes and stores all forms to track approved leave for Agency personnel; Monitors agency time clock; tracks employees' time clock usage; prepares monthly payroll reports for Fiscal unit for balancing with GEMS reports;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                 |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <u>15</u>                                                                       | Processes and reports various personnel transactions to the Auditor's office (i.e. new employees, name, address, insurance and financial changes); assists with new employee orientation including reviewing and processing all payroll forms with new employees; creates time clock badges; tracks employee probation; track/direct evaluations; follows up with employees for compliance with health insurance requirements; maintain Personnel files; updates and maintains current Table of Organization and position control roster; calculates and prepares paperwork for pay increases for staff; track resumes; monitors, tracks and prepares ACA and EEO reports; process FMLA paperwork; prepares Personnel Actions; assists HR Manager with personnel issues. Maintain Legal signs/postings; track/reply to Public Record requests; update Policy manual.                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <u>10</u>                                                                       | Provides reports and information to aid in decision making; researches, gathers and analyzes information and statistics; prepares reports and obtains timely authorizations; attends meetings providing input on changes or revisions in internal policies or procedures; assists with special projects. Monitors agency employee fund (M&M Committee). Backup Administrator of Agency telephone system. Administrator of Agency security system. Creates and monitors staff ID badges. Member of County Safety Committee. Back up to the Fiscal unit for balancing pay in and checking daily mail list.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                 |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <u>10</u>                                                                       | Attends meeting, training, conferences and meetings as necessary. Other duties as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                 |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>List Position Numbers and Class Titles of positions directly supervised.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 | <b>SIGNATURE OF AGENCY REPRESENTATIVE</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>DATE</b> |
| EEO CLASS 02- CLASSIFIED                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 | <hr/> <b>Richard Owens, Director</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 12/6/18     |

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## **ADDENDUM TO POSITION DESCRIPTION**

**Classification: ADMINISTRATIVE ASSISTANT      PCN: 10001.0**

### **ESSENTIAL FUNCTIONS FOR PURPOSES OF 42 USC 12101 AND OAC 4112-5-08:**

1. Learns, applies, and adapts to changing Public Assistance Administrative rules, regulations, programs and service delivery. Must understand, convey, and carry out agency policies.
2. Provides effective assistance to Agency Director and Administrators, including performing clerical tasks, answering phones, scheduling Director's appointments, writing letters, and other liaison duties as assigned.
3. Face-to-face contact with clients may include some exposure to infectious/contagious diseases, blood, and other body fluids or wastes. Clients may be angry/uncooperative.
4. Works with Director and Administrators to communicate agency policies and procedures to agency staff.
5. Acts as receptionist for the Agency Director.
6. Sits on committees as required representing the Director.
7. Demonstrates regular, punctual, and predictable attendance.
8. Accomplishes work in a timely manner.
9. Cooperates with the public and co-workers in a courteous manner.
10. Attends meetings, workshops and conferences as required; disseminates information to unit workers or other staff as appropriate.
11. Perform other clerical duties as assigned.

APPROVED:

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Richard Owens, Director

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Date