



# PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

[www.perrydd.org](http://www.perrydd.org)

David C. Couch, Superintendent

## JOB POSTING – *Internal and External Posting*

### POSITION:

#### EXECUTIVE ASSISTANT

The Executive Assistant is primarily responsible to coordinate, facilitate, communicate, and support the work and needs of the seven member board. The Executive Assistant also provides supports to the Superintendent, the Human Resources Manager, and other staff of the Administrative Department.

### SUPERVISOR:

#### HUMAN RESOURCES MANAGER

### REQUIREMENTS/QUALIFICATIONS:

- High School Diploma with 3-5 years' experience as an executive assistant (or equivalent) –OR – Associate's degree in related field; experience working in the field of developmental disabilities.
- Proven proficiency in Microsoft Office applications and exemplary typing skills.
- Excellent oral and written communication skills for effective interaction with internal and external customers.
- Experience with computers, electronic machines and programs such as: office equipment, record-keeping systems, postage meter, phone systems.
- Valid driver's license with acceptable driving abstract to meet criteria for insurability.
- Reference official Position Description for other details

### SALARY:

- To be determined, Contract Position
- Experience and education considered for range placement

### LOCATION:

Administrative Office  
499 North State Street  
New Lexington, OH 43764

### SCHEDULE:

- Classified, Overtime Eligible position,
- Full-time, routinely work 32 hours per week to be scheduled Monday – Friday between the hours of 8:00 am and 4:00 pm.
- Required to work late evenings at least 1x/month. May be required to flex schedule.

**APPLICATION PROCESS:** Call 740-342-3542 to access the *Employment Application* form. Forward applications/resumes to Jessica Stroup, Human Resources Manager: 499 North State Street, New Lexington, OH 43764. Information can also be emailed: [j.stroup@perrydd.org](mailto:j.stroup@perrydd.org) or faxed: 740-342-1081. ***Interviews will be scheduled only for those candidates who best meet the above requirements.***

**POSTING EFFECTIVE DATE:** December 22, 2017

**POSTING REMOVAL DATE:** January 12, 2018

Administrative Office  
499 N. State St.  
New Lexington, OH  
43764  
(P) 740-342-3542  
(F) 740-342-1081

PerCo, Inc.  
2235 St. Rt. 13 NE  
New Lexington, OH  
43764  
(P) 740-342-5156  
(F) 740-342-3255

Service Coordination  
445 W. Broadway St.  
Suite C  
New Lexington, OH  
43764  
(P) 740-342-0416  
(F) 740-342-5568

Help Me Grow  
128 S. Main St.  
New Lexington, OH  
43764  
(P) 740-342-7722  
(F) 740-342-0418

Activity Center  
5720 St. Rt. 345 NE  
New Lexington, OH  
43764  
(P) 740-342-3905  
(F) 740-342-3905