

601 Senior Drive  
 New Lexington, Ohio 43764  
 Phone: 740-342-3542



## INTERNAL AND EXTERNAL POSTING

*INTERVIEWS ARE SCHEDULED FOR CANDIDATES WHO BEST MEET POSITION REQUIREMENTS.*

**POSTING EFFECTIVE DATE: April 12, 2023**

**POSTING REMOVAL DATE: April 28, 2023**

### SSA ASSISTANT

Under the general guidance and supervision of the SSA Supervisor, the SSA Assistant is primarily responsible for coordinating, facilitating, communicating, and supporting the work and needs of the Service and Support Administrative Department. The SSA Assistant is a qualified professional who exemplifies competence, efficiency, and reliability.

#### SUPERVISOR

SSA Supervisor

#### QUALIFICATIONS

- High School Diploma or GED, associate degree in related field preferred
- Minimum of 3 years' experience as an office assistant
- Minimum of 1 year experience working in the field of developmental disabilities
- Excellent verbal and written communication for effective interaction with internal and external customers
- Strong computer and technology experience, including the use of Microsoft Office 365, web-based applications, and various technology systems; prior experience troubleshooting technology related issues in a must
- Valid driver's license with acceptable driving abstract to meet criteria for insurability, driving is an essential function of the position
- Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information

#### SALARY & STATUS

- Position is classified civil service, non-exempt, overtime eligible
- Salary range to be determined
- Experience and education considered for range placement

#### PRIMARY LOCATION

PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764

#### SCHEDULE

- Full-time, 40-hour work week; flexible daily schedule
- Routinely work Monday through Friday, hours may vary and may require work outside normal business hours

#### APPLICATION PROCESS

Forward applications/resumes to Administrative Supports Director Jessica Stroup via email at [j.stroup@perrydd.org](mailto:j.stroup@perrydd.org). Employment Application is available at [www.PerryDD.org](http://www.PerryDD.org).