

## JOB POSTING

### **PERRY COUNTY PROSECUTING ATTORNEY CHILD SUPPORT, ADMINISTRATIVE ASSISTANT**

LOCATION: Perry County Administrative Office, 212 South Main Street, New Lexington, Ohio 43764

#### Duties to include but not limited to:

- Answering phones
- Scheduling and maintaining calendars
- Ordering office supplies
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping
- Preparing documents and filing documents at the Courthouse

Job Type: Part-time

Days: Mon-Tues-Thurs-Friday

Hours: 8:00am to 4:00pm

Starting Pay: \$19/hr

Interested applicants can send resumes to: Perry County Prosecutor's Office

Attn: Valerie Spencer

111 North High Street, P.O. Box 569, New Lexington, OH 43764 or Email:

val.prosecutor@perrycountyohio.net