

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:**  
**June 20, 2024**

**POSTING REMOVAL DATE:**  
**June 28, 2024**

**ADMINISTRATIVE ASSISTANT**

The AA is primarily responsible for meeting the ongoing and fluid needs of the Administrative Supports Department. The AA additionally provides various administration functions to other departments and serves as an internal and external resource for technical support, assistance with systems, databases, and various applications. Applicants have regular opportunities to exercise creativity while communicating, coordinating, facilitating, overseeing, developing, collaborating, and troubleshooting to maximize and support efficiency and effectiveness. The AA is a qualified professional who exemplifies competence, efficiency, and reliability.

<b>SUPERVISOR</b>	Administrative Supports Supervisor
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• High School Diploma or GED, associate degree in related field preferred</li> <li>• Minimum of 3 years' experience working as an office assistant or comparable role</li> <li>• Minimum of 1 year experience working in the field of developmental disabilities</li> <li>• Excellent verbal and written communication for effective interaction with internal and external customers</li> <li>• Strong computer and technology experience, including use of Microsoft Office 365, web-based applications, and various technology systems; prior experience troubleshooting technology related issues preferred.</li> <li>• Technical writing, grammar, and proofreading competency.</li> <li>• Demonstrate a high level of professionalism, including a positive business image with great degree of discretion, attention to detail, sensitivity, and reliability</li> <li>• Valid driver's license with acceptable driving abstract to meet criteria for insurability, driving is an essential function of the position</li> <li>• Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information</li> </ul>
<b>SALARY &amp; STATUS</b>	<ul style="list-style-type: none"> <li>• Position is classified civil service, non-exempt, overtime eligible.</li> <li>• Range 7 begins at \$16.17 per hour</li> <li>• Education and experience considered for range placement.</li> </ul>
<b>PRIMARY LOCATION</b>	PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764
<b>SCHEDULE</b>	<ul style="list-style-type: none"> <li>• 8:00am – 4:00pm, Monday through Friday.</li> <li>• May be required to flex schedule, but not routinely work more than 40 hours per week.</li> </ul>
<b>WORKPLACE CULTURE</b>	<ul style="list-style-type: none"> <li>• Flexible and family-friendly work environment.</li> <li>• Progressive organization focused on innovation, leadership, and culture.</li> <li>• High levels of employee engagement.</li> </ul>
<b>APPLICATION PROCESS</b>	Forward applications/resumes to Administrative Supports Director Jessica Stroup via email at <a href="mailto:j.stroup@perrydd.org">j.stroup@perrydd.org</a> . Employment Application is available at <a href="http://www.PerryDD.org">www.PerryDD.org</a> .