

ADMINISTRATIVE SECRETARY (Working Title)
SECRETARY I (Class Title)

The Medina County Engineer has a position available for an Administrative Secretary.

Employee will have a 180-day Probationary Period.

Applications may be obtained online or from the MEDINA COUNTY ENGINEER'S OFFICE, 791 W. Smith Road, Medina, Ohio 44256 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Applications will be accepted until position is filled. Resumes will only be accepted with a completed application. Medina County is an EQUAL OPPORTUNITY EMPLOYER.

JOB DESCRIPTION

JOB RESPONSIBILITY

Under the direction of the Administrative Coordinator, performs a variety of clerical duties and typing for entire office and performs secretarial services to assist the County Engineer and other administrative personnel; performs other related duties as required.

ILLUSTRATIVE DUTIES

The duties listed below are intended to illustrate work functions performed by this classification.

Assists Account Clerk in preparation of payroll, accounts receivable and related records as required; calculates and records sick/vacation time; maintains supply inventory and purchases office supplies;

Assists Permit Coordinator in permit application intake, permit processing, and permit issuance.

Types correspondence, resolutions, bid documents, agreements, estimates, etc. from handwritten copy and/or dictation equipment; proofreads typed material and makes needed corrections;

Receives complaints and information calls from the public; greets and screens visitors and clients;

Assists in maintenance of office filing system and makes additions or deletions as needed;

Copies, sorts, collates and distributes typed material;

Assists in the compiling of data for and the typing of resolutions, bid documents, etc.; coordinates paperwork for open bidding procedure, ensures items are submitted for Commissioners' Agenda in timely manner, assembles and types agenda;

Tracks and orders office supplies.

Prepares correspondence, etc. for mailing;

Keeps library current and orderly;

Takes information for work orders, types, distributes, files, etc.;

Types legal documents, easements, etc. for work done by Prosecutor's Office for use by the County Engineer's Office;

Handles most clerical work and assists in administrative and business details; compiles and types statistical reports.

Assists Administrative Assistant in a general capacity;

Performs all other related duties as required.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES (at time of filing application)

Skilled in typing; knowledge of public relations; knowledge of office practices and procedures; knowledge of general bookkeeping; knowledge of the use of office equipment such as typewriter, desk calculator, copy machine; knowledge of computer skills; ability to originate routine correspondence for the signature of the official; ability to use arithmetic up to and including fractions, decimals and percentages; knowledge of English work usage, grammar, spelling and punctuating; ability to type, file and conduct research; ability to maintain effective working relationships with associates, administrators, County officials and the general public; skill in effective oral and written communication.

WORK CONDITIONS

Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift light weight.

Regularly required to talk or hear, stand, walk, use stairs, sit; use of hands for handling objects and tools.

QUALIFICATIONS FOR EMPLOYMENT

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

High School Diploma or equivalent including courses in typing, filing, and general office procedures and secretarial experience.

Possession of a valid State of Ohio motor vehicle operator's license.

RATE: \$20 PER HOUR

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