



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: FACILITIES MANAGEMENT
PROBATIONARY RATE: \$20.78hr. (365-DAYS)
PAY RANGE: #13
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING FEBRUARY 18, 2025.

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US COMPLETE
THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS, THEN CLICK ON
WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR
DESKTOP AND EMAIL THE COMPLETED APPLICATION TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH
QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$310 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Administrative Assistant
Class Title:

Incumbent:

Department:	Facilities Management	FLSA Status:	Non-Exempt
Reports To:	Director / Deputy Director	Civil Service Status:	Classified
Pay Range:	13	Employment Status:	Full Time
Probation:	365 days	Lunch:	Unpaid
Work Hours:	8:00 A.M. to 4:30 P.M.		

JOB RESPONSIBILITIES:

Under direction from management: processes invoices and payments, assists with payroll, maintains various spreadsheets, performs filing, data entry, reception, and other administrative related duties as required.

QUALIFICATIONS: 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:

Completion of secondary education with coursework in business and/or related field; experience in public service or training; and/or work experience which evidences a thorough knowledge of office administration, and a basic knowledge of purchasing, personnel administration, and public relations; and/or equivalent combinations of training and/or experience. Proficient in Microsoft Office, including but not limited to Word and Excel.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License

ESSENTIAL FUNCTIONS:

1. Performs various clerical functions (e.g., retrieves mail, files, retrieves documents, orders office supplies, proofs prepared copies, schedules appointments, etc.).
2. May assist with processing payroll, handle employee questions regarding payroll, give direction to staff on accessing the system to submit / approve time.
3. Processes invoices and related duties as requested by the Business Manager.
4. Serves as back-up to the Service Coordinator, receives and screens incoming phone calls, refers to appropriate staff and provides general information. Receives and distributes mail and packages.
5. Researches and gathers information and data to prepare reports.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

6. **Assists in maintaining personnel files (e.g., sick leave, vacation, discipline, etc.)
Scan and place in electronic folder copies for payroll and add to shared calendar.**
7. **Prepares correspondence, reports, spreadsheets, memorandums, etc. from recordings and copy.**
8. **Operates office equipment (e.g., computer, scanner, copier, etc.).**
9. **Maintains various department tracking systems.**
10. **Calculates and processes invoices concerning fuel rotary.**
11. **Demonstrates a regular and predictable attendance.**
12. **Follows all practices and policies of the Warren County Board of Commissioners as described in the Warren County Personnel Policy Manual and Procurement Policy.**

OTHER DUTIES AND RESPONSIBILITIES:

1. **Processes paperwork/enrollment for new and outbound employees.**
2. **Serve as backup for GovDeals, fuel system, pay-ins and inventory.**
3. **May assist with disbursement of work orders to departmental staff.**
4. **May assist with County ID badge creation and programming.**
5. **Work on special projects as directed.**
6. **Performs other duties as required by supervisor.**
7. **Calculates and processes invoices concerning fuel rotary.**
8. **Assists with maintaining project folders and documentation for new construction, remodeling, and replacement projects.**

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties.

Knowledge of: office practices and procedures; agency policies and procedures; basic bookkeeping procedures; public relations; scheduling; researching techniques, government structure.

Ability to: maintain accurate records; prepare meaningful, concise, and accurate reports; communicate effectively; interpret a variety of instructions; develop and maintain effective working relationships with associates, supervisor, government officials, and general public; use proper research methods in gathering data; calculate numbers; gather, collect and classify information about data; people and things; copy materials accurately and correct grammatical and spelling errors; code items from one symbolic form to another; operation of office equipment; develop reports; operate computer terminal for extended periods of time.

Skills in: typing, computer operation, record keeping, office management.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

Employee's Signature)

(Date)

Date Adopted:
Date Revised:
Posdes 131