



Position Title: Assistant Clerk / Administrative Assistant
Department: Board of Commissioners (“Board”)
Supervisor: Senior Clerk of the Board
FLSA Status: Non-Exempt

Position Description:

The primary purpose of this position is to perform administrative, clerical, financial, and secretarial tasks to assist the Board.

Position Requirements:

1. Must be a notary public or become a notary public through the Ohio Secretary of State within six (6) months of employment.
2. Must possess proficiency in computer technology: Microsoft Office, specifically Microsoft Excel, Google Mail, and other commonly used computer programs.

Position Qualifications:

1. Completion of secondary education or equivalent (high school diploma or GED).
2. Three (3) or more years of related work experience and/or training in clerical, secretarial, bookkeeping, administrative assistance work; or any equivalent combination of education, experience, and training, which provide the requisite qualifications.

Position Functions:

1. Assist the Senior Clerk of the Board with the operation of the Office.
2. Perform accounts’ payable and receivables; process, prepare, type, and/or distribute resolutions, proclamations, contracts, agendas, agreements, and correspondence.
3. Accept phone calls and visitors who have inquiries regarding County governmental functions.
4. Complete special administrative tasks or projects as requested.
5. Perform general clerical duties, and other duties as assigned.

The starting hourly rate for this position ranges from \$17-\$19 per hour contingent upon qualifications and experience. In addition, Richland County offers a competitive benefits’ package, which includes: health, dental, life, additional life, optional vision, and other benefits related to public sector employment. Additionally, Richland County employment includes participation in the Ohio Public Employees Retirement System (“OPERS”). Qualified candidates may send a resume, and a note of interest to Tony Vero via E-Mail at tvero@richlandcountyoh.us, or deliver in person to the Board at 50 Park Ave. E., Mansfield, OH 44902.