

ERIE COUNTY

JOB POSTING #2024-027

POSITION: FT Administrative Assistant

DEPARTMENT: Veterans Service Office

SALARY: \$20.00/hour, Dependent on
Qualifications

POSTING DATE: 8:00 a.m., May 06, 2024

CLOSING DATE: 4:30 p.m., May 17, 2024

MINIMUM REQUIREMENTS

High school graduate or equivalent. Must be a veteran. Must possess a valid Ohio Driver's License. Ability to type accurately. Skill in the use of ordinary office equipment, including computer and calculator. Ability to interview and counsel veterans and veteran's families.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, www.eriecounty.oh.gov, where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 05/17/2024. EOE/AA/ADA

Approved for Content Martin S. Wilk 5/2/24

Approved for Posting M. S. G. 5/2/24

2024-027

ERIE COUNTY JOB OPENING ANNOUNCEMENT

Where Applications Taken:

Erie County Human Resources Office
Erie County Services Center
Second Floor, Room 207

2900 Columbus Avenue
Sandusky, OH 44870

Office Hours:

8:00 a.m. till 4:30 p.m.
Monday through Friday

Where Postings Sent:

Erie County Care Facility
Erie County Court
BGSU Firelands Campus
W.S.O.S.

Ohio Business College
Goodwill

Health Department

Local Newspaper

SHS Vocational Ed.

Human Resources

Courthouse

Erie County Office Bldg.

N.A.A.C.P.

B.V.R.

C.A.C.

Terra Tech

Your Job Store

All County Bulletin Boards

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

DEPARTMENT: **Veterans Service Office**

POSITION: **FT Administrative Assistant**

POSTING DATE: 8:00 a.m., Friday
May 06, 2024

LOCATION: 2900 Columbus Avenue
Sandusky, Ohio 44870

CLOSING DATE: 4:30 p.m., Friday
May 17, 2024

WORKING HOURS: 8:00 a.m. to 4:30 p.m.
Monday through Friday

EFFECTIVE DATE: ASAP

SALARY: \$20.00/hour, Dependent on
Qualifications

Supervision: Executive Director/CVSO

Job Responsibilities: The Administrative Assistant will work in a variety of different situations in the office, providing administrative support along with clerical tasks that aid in the smooth transaction of daily business and services provided. They will answer incoming calls and interact with visitors to the Erie County Veteran Service Office and make necessary guidance for appointments or information. The Administrative Assistant will schedule necessary appointments with Service Officers, Benefits Counselor, and Transportation, in addition to special meetings with Officials, or others of benefit. The

Administrative Assistant will prepare Veteran's files for appointments and maintain order in the file room, make necessary copies of information, and assist the Veteran Service Officers when required. The Administrative Assistant shall be a veteran or, if a qualified veteran is not available, the spouse, surviving spouse, child or parent of a veteran.

Duties: Essential

- Attends bi-monthly Board Meetings and reports to Commission on prepared cases and/or office operations.
- Tasks, transcribes, and types minutes of Commission Board Meetings and Work Sessions; sends copies of minutes along with reminder letter reminding Commissioners of next regular scheduled meetings or work sessions.
- Drives van in the absence of Van Driver.
- Submits letters to the Next of Kin (from veteran's obituaries) to inform them of VA benefits and invite them to come to the Veteran's Service Office for consultation; issues flag holders for veteran graves; maintains card file on deceased veteran.
- In the absence of the Executive Director/CVSO receives and distributes incoming mail. Makes sure entire staff is aware of current VA activity, if applicable; processes outgoing mail; updates inventory once a year.
- Maintains filing system; transfers needed material to computer.

Duties: Non-Essential.

- Assists in preparation of materials for Commission meetings.
- Answers telephone and greets callers; answers inquiries.
- Performs other duties as assigned by the Executive Director/CVSO or Commission.

Necessary Skills, Knowledge, and Abilities:

- Knowledge of modern office and procedures.
- Knowledge of public relations.
- Knowledge of English grammar, spelling, punctuation, and word usage.
- Ability to investigate and counsel applicants.
- Ability to read, comprehend, and interpret various laws and regulations.
- Ability to balance accounts and copy information from one record to another accurately.
- Ability to add, subtract, multiple, and divide.
- Ability to use adding machine or calculator.
- Ability to compose correspondence.
- Ability to deal with several variables in familiar context.
- Ability to prepare reports and maintain records.
- Ability to deal with confidential information.
- Ability to use copier and other equipment efficiently.
- Ability to develop and maintain effective working relationships with supervisors, associates, and the general public.
- Ability to show compassion and understanding to assist veterans.
- Skill in effective oral and written communications.
- Skill in typing accurately at least fifty (50) words per minute.

Employment Qualifications:

- Possession of a valid Ohio Driver's license.
- Possess qualities as listed in SS5901.07.
- Ability to type accurately.
- Skill in the use of ordinary office equipment, including computer, and calculator.
- Ability to interview and counsel veterans and veteran's families.
- Graduation from the twelfth (12th) grade or equivalent.

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.

WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE