

# **ERIE COUNTY**

## **JOB POSTING #2022-076**

**POSITION:** Administrative Assistant

**DEPARTMENT:** Public Defender

**SALARY:** \$15.00/hour

**POSTING DATE:** 8:00 a.m., October 3, 2022

**CLOSING DATE:** 4:30 p.m., October 7, 2022

### **MINIMUM REQUIREMENTS**

Strong computer skills. Ability to handle a multi-line phone system. Ability to operate other office equipment such as faxes, copiers, and printers. Ability to work alone on most tasks. Ability to communicate effectively both orally and in writing. Ability to work with diverse populations, including but not limited to the economically under privileged, and those that suffer from mental health, substance abuse, or developmental disabilities. Maintain a professional appearance and attitude at all times. Comply with all personnel policies and procedures of the Office.

Pre-employment testing required.

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

**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](http://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 4:30p.m, 10/07/2022. EOE/AA/ADA**

Approved for Content\_\_\_\_\_

Approved for Posting\_\_\_\_\_

## 2022-076    ERIE COUNTY JOB OPENING ANNOUNCEMENT

### Where Applications Taken:

Erie County Human Resources  
Erie County Services Center  
Second Floor, Room 207  
2900 Columbus Avenue  
Sandusky, Ohio 44870

### Office Hours:

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

### Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
BGSU Firelands Campus	Erie County Office Bldg.
Ohio Business College	B.V.R.
W.S.O.S.	Goodwill
Health Department	C.A.C.
Local Newspaper	NAACP
SHS Vocational Ed.	Terra Tech
All County Bulletin Boards	Your Job Store

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### 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.

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DEPARTMENT:	<b>Public Defender</b>	POSITION:	<b>Administrative Assistant</b>
POSTING DATE:	8:00 a.m., Monday October 3, 2022	LOCATION:	247 Columbus Ave, Suite 37 Sandusky, Ohio 44870
CLOSING DATE:	4:30 p.m., Friday October 7, 2022	WORKING HOURS:	8:00a.m. – 4:00 p.m. Additional hours as needed
EFFECTIVE DATE:	As soon as possible	SALARY:	\$15.00/hour

### Function:

The general function of this administrative assistant is to work with the other administrative assistants in handling the day to day tasks associated with the office operation, such as answering phones, sending out client notices and preparing documents to be filed with the Courts.

The primary focus of this administrative assistant is to handle all client communications coming into the office after a file has been opened, thus freeing time for the “Case and Court Coordinator: to timely open files, and for the “Financial and Board Coordinator” to promptly process the monthly reports and bills.

**Qualifications:**

- 1) Strong computer skills
- 2) Ability to handle a multi-line phone system.
- 3) Ability to operate other office equipment such as faxes, copiers, and printers.
- 4) Ability to work alone on most tasks.
- 5) Ability to communicate effectively both orally and in writing.
- 6) Ability to work with diverse populations, including but not limited to the economically under privileged, and those that suffer from mental health, substance abuse, or developmental disabilities.
- 7) Maintain a professional appearance and attitude at all times.
- 8) Comply with all personnel policies and procedures of the Office.

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**