



POSITION AVAILABLE:

Administrative Assistant (Part-time)

POSTING DATE: Wednesday, May 19, 2021
DEADLINE TO APPLY: Open until filled
DEPARTMENT: Juvenile Detention Center
LOCATION: 8000 Infirmary Rd. Ravenna, OH
STARTING SALARY: \$16.51/hour
HOURS: 8:30 a.m. - 4:30 p.m. Monday - Friday, hours may vary
FLSA STATUS: Unclassified, exempt

MINIMUM QUALIFICATIONS:

Related experience required. Bachelor Degree in Criminal Justice Administration, Public Administration, Computer Science, or related field preferred. Must have valid Ohio driver's license.

EXAMPLE OF DUTIES:

Incumbent is responsible for providing support to the Superintendent and the Detention Center in the associated areas of Human Resources, Finances and Budget, Clerical Duties. Provides on-site support for Computer Operating Systems including: CourtView Detention System, MUNIS Financial System, and the Integrator Security System. Manages Human Resource Functions including preparing and controlling personnel records. Reviews and compiles billings to local school districts for educational services as well as other agencies when required. Files reimbursement documentation for State and Federal Grants: Title I Education, National School Lunch Program, Prepares Detention Center Federal Schedule. Assists with the preparation of the Annual Operating Budget and Financial Reports. Assists with the inventory and ordering of supplies, materials, and food products. Compiles and prepares statistical data and reports for distribution to other agencies. Prepares Expenditure Reports, Revenue Reports, and Payroll for submission to the Auditor's Office. Signs bills, invoices, purchase orders, and payroll in the absence of the Superintendent. Prepares purchase orders and payments of bills for distribution to the Purchasing Department and the Auditor's Office. Types, copies, files, and distributes confidential memos, reports, and documents. Attends meetings, takes notes, and types minutes of meetings for submittal. Other duties as assigned by the Superintendent.

For full job description, click [HERE](#).

HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- THE REQUIRED COUNTY APPLICATION, RESUME & COVER LETTER CAN BE MAILED, EMAILED OR SUBMITTED IN PERSON TO:

PORTAGE-GEAGUA JUVENILE DETENTION CENTER

ATTN: SUPERINTENDENT

8000 INFIRMARY RD.

RAVENNA, OH 44266

EMAIL: JDC-HR@PORTAGECO.COM

NO PHONE CALLS

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)