



POSITION AVAILABLE:

PCSA Administrative Assistant

POSTING DATE: Wednesday, December 21, 2022
DEADLINE TO APPLY: Open Until Filled
DEPARTMENT: Job & Family Services / Public Children Services Agency (PCSA)
LOCATION: Ravenna, OH
WORKING HOURS: Monday – Friday, 8:00 a.m. – 4:00 p.m.
SALARY: \$16.03 / hour
FLSA STATUS: Classified

JOB OBJECTIVES:

Assist the PCSA Division Administrator and Supervisors in performing supportive tasks such as creating business correspondence, maintaining confidential files and records, and supporting projects and events.

MINIMUM QUALIFICATIONS:

Possession of at least two (2) years of college level coursework in Public or Business Administration and two (2) years of responsible clerical and/or administrative support work experience is required.

EXAMPLE OF DUTIES:

Prepare documents, develop, and follow processes; maintain accurate files on confidential material including but not limited to correspondence, discipline, grievances, quality improvement plans, court cases and state/federal audits and reviews. Schedule meetings: may conduct or be included in meetings to record/communicate decisions, assignments, directives, etc. to appropriate staff members. Provide clerical support to the PCSA Division Administrator and Supervisors; compose correspondence; prepare memoranda and reports. Monitor compliance of Random Moments and PCSA digital imaging program. Answer routine questions and inquiries from employees, clients, and the public. Order supplies/equipment for Children Services through Fiscal Department. Assist the Training Supervisor with scheduling training and maintenance of Social Service Workers' training records. Support the coordination of events for children in care, foster families, community partners and employees. Oversee the use of Children Services' County vehicles and coordinate maintenance needs and safety issues with Business Services and the JFS Director. Coordinate and complete special assignments, projects and other duties as assigned.

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>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

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