



POSITION AVAILABLE

Date Posted: March 12, 2021

Closing Date: April 11, 2021

Position Title:	Secretary 1	Reports To:	Community Resources Director
Division:	Community Resource/Early Childhood	Civil Service Status:	Classified
Hourly:	\$12.76	FLSA Status:	Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

High School Diploma or GED; one (1) year additional training or experience in office procedures or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment).

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Monitor building entrance and assist Banta Center visitors. Receive mail and packages and distribute daily. Maintain Banta Center Building and Clerical Functions including - Maintain Copier, order copier supplies such as toner/waste container/staples; Maintain Postage Machine; Monitor building issues/needs etc. and put in work orders. Participate in interagency mail delivery as scheduled. Distribute and track keys and leases as needed.

Intelliview filing from the L Drive for Early Childhood visit summaries and other documents as needed. Specialist for deposit. Schedule pest treatment, cleaning and other maintenance tasks for CHAP homes.

Receive rental payments and record rental payments into log prior to passing along to Community Resource Fiscal

Assists Reception and Building Assistant with daily tasks and activities. Track Janitorial Crew on form provided.

Maintain Intranet for Community Resources, Early Childhood (filing, updates, calendars, reset reminders, etc.), and put resources on the Agency Information and Referral Intranet page as received.

Complete and track and report Banta Center Emergency Drills; Complete Banta Center First Aid Kit inspections and replace any materials needed; Ensure AED Checks are completed, AED is functioning properly and AED checks are reported; Complete Hazardous Material Checks; Complete and report vehicle inspections and vehicle safety equipment inspections; Complete Work Orders for vehicle maintenance as needed.

Maintain donations and track items available in storage for Community Housing Assistance Program such as furniture, appliances, etc. and works with Service and Supports Administration Staff and Providers to access items in storage, as needed.

Complete asset inventory twice per year. Place Asset Tags on all new items and Remove Asset Tags as necessary and log into system.

Performs other related duties as required or assigned.

APPLICATION PROCEDURE:

Submit an application for employment to:

[Click Here](#)

Warren County Board of Developmental Disabilities

42 Kings Way

Lebanon, Ohio 45036

www.warrencountydd.org

E-Mail: employment@warrencountydd.org