



**BOARD OF COUNTY
WARREN COUNTY, OHIO**
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: OFFICE ADMINISTRATOR
DEPARTMENT: FACILITIES MANAGEMENT
PROBATIONARY RATE: \$18.53 – \$23.53/HOUR (360 DAYS)
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING NOVEMBER 7, 2018.

**VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP
AND EMAIL THE COMPLETED APPLICATION TO:**

WCCOMMAPP@CO.WARREN.OH.US

PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. NOVEMBER 14, 2018.
THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND
A BACKGROUND CHECK (BCI).

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Office Administrator
Class Title:

Incumbent:

Department:	Facilities Management	FLSA Status:	Non-Exempt
Reports To:	Director	Civil Service Status:	Classified
Pay Range:	18	Employment Status:	Full Time
Probation:	365 days	Lunch:	Unpaid
Work Hours:	8:00 A.M. to 4:30 P.M.		

JOB RESPONSIBILITIES:

Under administrative direction of the Director, researches data and prepares reports, maintains personnel files and records, generates payroll, composes and types correspondence, reports, tables, etc.; oversees preparation of bills, maintains various account ledgers/spreadsheets, serves as liaison, performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

Completion of secondary education with coursework in business and/or secretarial science; experience in public service; or training and/or work experience which evidences a thorough knowledge of management and an advanced knowledge of government structure, supervision, and a basic knowledge of purchasing, personnel administration and public relations; and/or equivalent combinations of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Ohio Valid Drivers License

ESSENTIAL FUNCTIONS:

1. Implements minor policy modifications, recommends major policy changes and administers department policies and procedures.
2. Researches and gathers information and data and prepares reports.
3. Maintains personnel files (e.g., sick leave, vacation, discipline, etc.).
4. Computes and prepares payroll.
5. Takes minutes of meetings and prepares for distribution.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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6. Prepares correspondence, reports, tables, memorandums, etc. from recordings and copy.
 7. Performs various clerical functions (e.g., sorts mail, files, retrieves documents, takes dictation, order office supplies, proofs prepared copies, schedules appointments, etc.).
 8. Receives and directs general public, visitors and official personnel.
 9. Receives and screens incoming phone calls, refers to appropriate staff and provides general information.
 10. Disseminates and coordinates work instructions and assignments for office personnel.
 11. Assumes the responsibility for efficient operation of the office.
 12. Supervises billing and reviews and recommends adjustments to accounts.
 13. Operates office equipment (e.g., computer, adding machine, typewriter, mailing machine, Dictaphone, copier, fax, etc.).
 14. Maintains various department account ledgers and balances monthly to trial balance reports.
 15. Calculates and processes invoices concerning gasoline rotary.
 16. Demonstrates a regular and predictable attendance.
 17. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Processes paperwork/enrollment for new employees.
2. May prepare monthly disbursement of receipts to Auditor's Office.
3. May Coordinate revisions to billing system with staff and Data Processing.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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4. Works on special projects as directed.
 5. Performs other duties as required by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties.

Knowledge of: functional supervision; office practices and procedures; agency policies and procedures; basic bookkeeping procedures; public relations; scheduling; researching techniques, government structure.

Ability to: maintain accurate records; prepare meaningful, concise, and accurate reports; communicate effectively; interpret a variety of instructions; develop and maintain effective working relationships with associates, supervisor, government officials, and general public; use proper research methods in gathering data; calculate numbers; gather, collect and classify information about data; people and things; copy materials accurately and correct grammatical and spelling errors; code items from one symbolic form to another; operation of office equipment; develop reports; operate computer terminal for extended periods of time.

Skills in: typing, computer operation, office management.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

Employee's Signature)

(Date)

Date Adopted:
Date Revised: 10/31/18