



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.perrydd.org

David C. Couch, Superintendent

JOB POSTING

Internal and External Posting

POSITION:

SSA OFFICE ASSISTANT

The Service and Support Administration Office Assistant is primarily responsible for coordinating, facilitating, communicating and supporting the work and needs of the SSA Department. The SSA OA also gives general guidance and direction to the SSA Support staff, as necessary. The SSA OA is a highly qualified professional who exemplifies extreme competence, efficiency, and reliability.

SUPERVISOR:

SSA SPECIALIST

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma with 3-5 years experience as office assistant (or equivalent) –OR– Associate's degree in related field
- Experience working with people with developmental disabilities
- Experience with computers, electronic machines and programs such as: office equipment, record-keeping systems, postage meter, phone systems
- Valid driver's license with acceptable driving abstract to meet criteria for insurability
- Skills in organizing and coordinating meetings, trainings, and conferences
- Skills in human relations and establishing positive rapport with people
- Ability to demonstrate a high level of professionalism, including a positive business image with a great degree of discretion, sensitivity, confidentiality, attention to detail, and reliability
- Ability to manage multiple priorities, meet tight deadlines, and perform multiple tasks simultaneously
- Ability to interpret a variety of instructions furnished in written, oral, or other form

SALARY:

- Range 5: \$ 11.86 to \$ 19.77 per hour, experience and education considered for range placement

LOCATION:

SSA Office

445 West Broadway Street, Suite C

New Lexington, OH 43764

SCHEDULE:

- Full-time, 40 hour work-week; May be required to flex schedule, routinely work 8:00am – 4:00pm, M-F

APPLICATION PROCESS: Visit www.PerryDD.org or call 740-342-3542 to access the *Employment Application* form. Forward applications/resumes to Jessica Stroup, Human Resources Director: 5720 State Route 345 NE, New Lexington, OH 43764. Information can also be emailed: j.stroup@perrydd.org or faxed: 740-342-1081.

Interviews will be scheduled only for those candidates who best meet the above requirements.

POSTING EFFECTIVE DATE: March 6, 2019

POSTING REMOVAL DATE: March 13, 2019

Administration
Office
5720 State Route
345 NE
New Lexington, OH
43764
(P) 740-342-3542
(F) 740-342-1081

Service & Support
Administration
445 West Broadway
Street Suite C
New Lexington, OH
43764
(P) 740-342-0416
(F) 740-342-5568

Children's Program
128 South Main
Street
New Lexington, OH
43764
(P) 740-342-7722
(F) 740-342-0418