



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

470 Center Street • Building 4 • Chardon, Ohio 44024-1071

JOB OPPORTUNITY #1412 **Posted from Friday, May 28, 2021 until filled**

Position: Office Coordinator
Department: Department of Development
Pay Grade: 7
Compensation: \$16.08/Hr. Excellent Benefits Package

Definition: Under general supervision, performs a variety of routine secretarial and administrative support to office; organizes office activities and coordinates communication with other departments, outside agencies and the general public; works in close relationship with supervisors in matters of confidentiality and discretion; Performs related duties as required.

Typical Examples of Duties and Percentage of Time:

- 35-40% Performs all necessary fiscal functions including but not limited to accounts receivable and payable, preparation of purchase orders and vouchers, pay-ins and loan invoices, monthly budget reports, as well as any other financial task necessary to the efficient operation of the department.
- 35-40% Performs routine administrative tasks; coordinates communications with staff members as necessary; Prepares confidential reports and/or correspondence; Analyzes information and prepares summaries; Responds to inquiries and/or complaints; Assists in formation and implementation of programs and/or special projects; Provides information and prepares reports to aid in decision making including preparation of Environmental Review Records; Maintains the inventory of office supplies; Prepares typed copy (e.g. correspondence, reports, minutes of meetings, tables, graphs and/or charts) from rough written copy or oral instructions.
- 5-15% Greets, screens, assists and directs callers and visitors; Provides information and referral to appropriate personnel, Takes and relays messages, etc.
- 5-10% Operates a variety of office machines and equipment including personal, calculator, fax and copier; Maintains office equipment and instructs others in the operation and maintenance of same.

Knowledge, Skills and Abilities:

Knowledge of (1) departmental rules, regulations and procedures, (2) modern office practice procedures and equipment, (3) basic accounting-clerical principles and practices, (4) skill in operation of modern office equipment, (5) typing, (6) use of computer and related software (Microsoft, Excel, Facility Dude, New World) (7) Ability to explain policies and regulations in a clear and concise manner, (8) organize and manage office procedures (9) establish and maintain cooperative and effective working relationship with others, (10) prepare and maintain office records and reports, (11) provide administrative support to the Director, (12) communicate effectively both orally and in writing, (13) add, subtract, multiply and divide whole numbers.

Suggested Training and Experience Requirements:

Associate's Degree or vocational/technical training in business procedures or a related field and three years increasingly responsible related experience; or any combination of education and experience that provides the requisite knowledge, skills and abilities for the job.

Additional Requirements:

- Must pass (test negative) pre-employment drug test.
- May work flexible schedule based on needs of agency.
- Must possess valid Ohio driver's license with acceptable driving record.
- May be required to drive personal vehicle in the course of employment.
- Require vision (which may be corrected) to read small print.
- Is subject to inside environmental conditions.

Submit an ***Application for Employment and resume*** to the Geauga County Commissioners, Attn: HR Administrator #1412, 470 Center Street Bldg. #4, Chardon, OH 44024-1071. Details and application form at www.co.geauga.oh.us.