



# Preble County Board of Commissioners

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## INTERNAL JOB POSTING COUNTY EMPLOYEES ONLY

### ADMINISTRATIVE ASSISTANT – INCOME MAINTENANCE

The Board of Preble County Commissioners will accept applications for the full time, classified, FLSA non-exempt position of Administrative Assistant – Income Maintenance for Preble County Job & Family Services. Interested individuals may obtain a position description which outlines the responsibilities of this position including qualifications and duties. The pay range for this position is \$18.43 - \$25.23 per hour.

Applications may be obtained in the Preble County Commission Office located on the 1st floor of the Preble County Courthouse, 101 East Main Street in Eaton, Ohio, between the hours of 8:30 A.M. and 4:00 P.M., Monday thru Friday. All applications are to be delivered to the Board of Preble County Commissioners and to the Director of Job & Family Services. This job posting is also published on the Preble County Commission's website, [www.prebco.org](http://www.prebco.org). To access the help wanted ad notice, click on "job opportunities" on the left side of the home page at [www.prebco.org](http://www.prebco.org). Applications will be accepted until 4:00 p.m. on Friday, August 9, 2019

Preble County is an equal opportunity employer.

Posted on County Website – July 29, 2019

POSITION POSTING FOR PREBLE COUNTY JOB AND FAMILY SERVICES

POSITION: **ADMINISTRATIVE ASSISTANT; INCOME MAINTENANCE**

RANGE: PAY RANGE 8 \$18.43 - \$25.23

DEADLINE FOR APPLICANTS: 08/09/2019

DUTIES OF THE POSITION: Directly supervises USW's, ERS 1's, and ERS 2's in the employment Services area. Could include OWF/SNAP/Medicaid/WIA/WIOA/Child Care/PRC/Salvation Army funds, and other duties as needed. Includes assigning workloads, scheduling of work, consultation on difficult cases and review of casework. Responsible for interpretation of policies and regulations and management/implementation of same policies. Trains new employees and assigns and monitors the work of subordinates. May carry a caseload of overflow, confidential, or difficult cases.

Assists the administrator with administrative tasks. Completes special projects as needed. Aides in the implementation of new programs and special projects. Keeps up to date on ORC/OAC/Federal and local rules pertaining to the program area.

Attends meetings and serves on advisory committees to enhance the delivery of services to clients. Communicates with outside agencies, educators and employers concerning various referrals and programs.

Works as a team with the other departments and supervisors at Preble County JFS to develop and implement procedures that promote consistency and efficiency within the agency.

Conducts meetings, performs public relations duties, may include duties in classifications below this position.

Other duties as assigned.

MINIMUM REQUIREMENTS: Two years of experience as an Eligibility/Referral Specialist 2 or Social Service Worker 2 OR

Completion of undergraduate major core coursework in behavioral science or social science or education. Also two years of experience in a position similar an Eligibility/Referral Specialist 2, or three years of experience in a position similar to an Eligibility/Referral Specialist 1, or two years as a Social Service Worker 2 OR

Completion of two years of technical education in behavioral science or social science. Also requires two years of experience in a position similar an Eligibility/Referral Specialist 2, two years of experience in a position similar to Social Service Worker 2, or three years of experience in a position similar to an Eligibility/Referral Specialist 1 OR

Or four courses or two years experience in behavioral science or social science, one course or six months experience in business mathematics, one course or six months experience in business English, one course or six months experience in interviewing techniques, and one course of six months experience in typing, keyboarding or word processing. Also requires two years of experience in a position similar an Eligibility/Referral Specialist 2, or Social Service Worker 2, or three years experience in a position similar to an Eligibility/Referral Specialist 1. Or

Education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

AND

Valid Driver's license

POSITION POSTING FOR PREBLE COUNTY JOB AND FAMILY SERVICES

We are looking for a highly motivated, progressive leader who can work with both our customers and employers to assist those who are unemployed, or underemployed in becoming self-sufficient. Must have a good rapport with the public, be sensitive to the needs of the customers of Job and Family Services and be able to use critical thinking skills to make decisions in a fast-paced environment.

UNUSUAL WORKING CONDITIONS OR HAZARDS: Working directly with the public, the Job Center is open and accessible to many people who may be experiencing a crisis. May have to make visits to child care homes to ensure safety. May travel to factories and other employers in the county. Must dress in a professional manner as outlined in the agency dress code.