

# WARREN COUNTY PARK DISTRICT

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Larry Easterly, Park Director – 1267 N. St. Rt. 741 – Lebanon, OH 45036 – (513) 695-1109  
Franklin-Middletown (937) 261-1109 Cincinnati (513) 925-1109 Dayton (937) 425-1109  
[www.co.warren.oh.us](http://www.co.warren.oh.us) [parkboard@co.warren.oh.us](mailto:parkboard@co.warren.oh.us)

## NOTICE OF HIRE

The Warren County Park District is now accepting applications for a Seasonal Administrative Assistant. Season runs March through November. Job Description and applications are also available in the Warren County Park District Office Mon – Fri 10:00 am to 3:00 pm located at 1267 N. St. Rt. 741 Lebanon, OH 45036

### **POSTING PERIOD:**

This notice is being posted for a period of not less than seven (7) consecutive calendar days beginning March 19, 2018 and ending April 30, 2019.

Job start date is March 26, 2018. Job Description and applications are available on our park website at [www.co.warren.oh.us/parks](http://www.co.warren.oh.us/parks) or

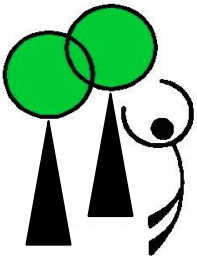
in the Warren County Park District Office Mon – Fri **10:00 am to 3:00 pm** located at 1267 N. SR 741. Lebanon, OH 45036 until Thursday April 30, 2018.

This position is subject to a post-offer drug screen and background check (BCI).

Warren County Park District is an Equal Opportunity Employer.

## BOARD OF PARK COMMISSIONERS

Fred Bay - Ben Yoder - Jeff Blazey



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**JOB CODE:** SP-AA-2018

**JOB CLASSIFICATION TITLE:** Seasonal Part-time Administrative Assistant

**JOB LOCATION:** Warren County Park District

**PAY RATE:** \$10.00 - \$12.00/hr

**PROBATION PERIOD:** N/A – term is “at will”

**SCHEDULED HOURS:** 1<sup>st</sup> Shift (30-35 hrs)

## **QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION**

### **JOB RESPONSIBILITIES:**

Under direction the office manager, functionally Administrative Assistant researches and gathers data and prepares reports: may maintain confidential personnel files and records: composes and types correspondences, including expense, budget and financing reports, tables, etc., receives and responds to telephone, mail and e-mail inquires and messages; deals with public and government contracts, 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 qualifications for this position is:

Completion of post secondary education or its equivalent with coursework in business and/or secretarial science, and two (2) years experience in a secretarial position; a thorough knowledge of office practices and procedures, bookkeeping and a thorough knowledge of records retention procedures; must be able to demonstrate an advance skill in typing, and operation of personal computer and e-mail functions.

### **LINCENSURE AND CERTIFICATION REQUIREMENTS:**

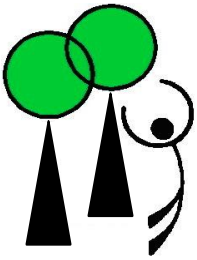
Valid Ohio Driver’s License

### **ESSENTIAL FUNCTIONS:**

1. Researches, gathers information and data and prepares reports.
2. Assist with budgetary procedures (e.g., maintains books of receipts accounts, prepares bills and requisitions and ensures payment, types budget request, compares expenses to budget to determine availability of funds, etc.).

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3. Computes office payroll and maintains records of personnel transactions, vacation.
4. Takes minutes of meetings and prepares distribution.
5. Composes and prepares correspondence, reports, tables, memorandums, etc.
6. Proofs prepared copies and makes necessary corrections.
7. Performs various clerical and secretarial functions (e.g., sorts mail files and retrieves documents, orders general office supplies. etc.).
8. Receives and directs general public visitors and official personnel.
9. Receives and screens incoming calls and refers to appropriate staff, provides general information or schedules appointments.
10. Supervises and maintain parks and shelters use and reservation system.
11. Operates equipment (e.g., typewriter, computer, calculator, copier, fax. cash register, etc.).
12. Demonstrates a regular and predictable attendance.

## **OTHER DUTIES AND RESPONSIBILITES:**

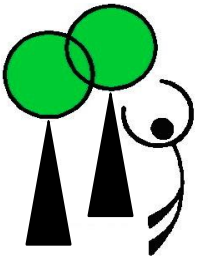
1. May maintain personnel files.
2. May relieve office manager of some administrative tasks.
3. Works on special projects as directed.
4. Assumes responsibility for efficient operation of office during absence of office manager.
5. Performs other duties as required by office manager.

## **KNOWLEDGE, SKILLS AND ABILITIES: (Indicates development after employment.)**

**Knowledge of:** functional supervision; office practices and procedures; agency policies and procedures; basic bookkeeping procedures; public relations.

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

**Skill in:** typing, dictation; operation of office equipment (e.g., computer, typewriter, copier, cash register. etc.).

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**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.**

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**(Applicant's Signature)**

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**(Date)**

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