



## POSITION POSTING

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**Date Posted:** April 10, 2024  
**TITLE:** Administrative Assistant I  
**CLASSIFIED** Non-Exempt  
**PAY RANGE:** \$18.04-\$25.26 Per Hour based on experience  
**WORK HOURS:** 8:30 A.M. to 4:30 P.M. or comparable schedule  
**IMMEDIATE SUPERVISOR:** Finance Director or Health Center Chief Executive Officer

**GENERAL SUMMARY DESCRIPTION:** The Administrative Assistant I for the Finance Division/Health Center Division will perform all support aspects of day-to-day operations for their Divisions, including administrative support of the Division heads.

### Essential Duties:

- Assist in answering phones and answering questions from the general public;
- Maintain and order division supplies (both office and programmatic supplies) including obtaining quotes for comparable pricing, stocking, and inventory, as needed;
- Support entry and tracking of purchase orders according to the agency's fiscal policies and procedures;
- Process and place orders for staff business cards;
- Make off-site purchases and travel arrangements, when necessary;
- Assist in planning, scheduling, communication, and setup/teardown of division meetings;
- Maintain hard and digital file systems as needed;
- Processing of monthly postage expense;
- Assist with Health Department fixed asset inventory;
- Assist with retention of records in accordance with record retention policy;
- Liaise with executive assistant to handle requests and queries;
- Support division efforts to maintain the cleanliness of the work environment;
- Act as point of contact for division maintenance needs and provide clear communication with the maintenance department;
- Assist in completing reporting and documentation required agency policies & procedures or regulatory authority
- Daily processing of pay-ins, including delivery of pay-ins to the Wood County Courthouse, as needed.

### MINIMUM EXPERIENCE/QUALIFICATIONS:

- High School Diploma or equivalent and 2 years office experience required. High School classes or post high school classes in accounting, finance, business operations or computer related classes preferred
- Must have strong organizational skills and the ability to manage multiple tasks in efficient and accurate manner

- Must be proficient in the use of a computer using Microsoft Excel, Word, accounting software, email
- Must have willingness to learn new skills, be adaptable/flexible
- Must be willing to obtain notary status and obtain within the first month of employment
- Must successfully pass background check
- Must possess a valid Ohio driver license and reliable transportation
- Must be able to provide proof of automobile insurance

**Submit Resume and Cover Letter to:**

Wood County Health Department HR

1840 E. Gypsy Lane Road

Bowling Green Ohio 43402

[wchdhr@woodcountyohio.gov](mailto:wchdhr@woodcountyohio.gov).

Position open until filled

Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\*NOTE: An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.