

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

SECRETARY 1 PT

Location: Murray Ridge Center

QUALIFICATIONS

Minimum:

Must have a high school diploma or GED. Must be knowledgeable of Microsoft Word and Outlook.

Must be able to generate accurate word processing at a minimum speed of 40 words per minute. Must possess clerical skills including the ability to spell, use correct grammar, enter data, generate forms, save files, send emails, and file documents. Must perform basic math functions accurately. Must be able to meet deadlines.

Must be able to greet and assist incoming visitors and answer phone calls in a positive manner. Must be able to communicate in a professional manner at all times with consumers, staff, and visitors. Must be able to work together as a team with other clerical staff.

Must have a valid Ohio driver license and a fully insured, personal vehicle for agency use. Must have and maintain a good driving record. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance.

Must be able to meet all requirements and obtain all certifications required to perform the job or any aspect of the job, and to access funding for performance of any aspect of the job.

Preferred:

Associates degree in Secretarial Science or a related field. Previous experience as a secretary in a business or service environment. Working knowledge of Microsoft Excel and PowerPoint.

RESPONSIBILITIES

Responsible for maintaining consumer's case files and entering data into the database.

File and maintain service documentation paperwork.

Produce typed forms, newsletters, memos, meetings minutes and letters. Filing documents.

Receive and transmit telephone calls, messages and email.

Maintain office supplies and other supplies for the facility.

Maintain lobby security by checking in and admitting visitors.

Distribute incoming and outgoing mail for the facility.

Complete consumer lunch orders.

Fill in for other clerical staff and receptionist.

Transport materials to other agency locations, as required.

Perform all other job-related functions as assigned by supervisor.

Hours: 16 hours/week. Normally, Monday-Thursday 10:00 a.m.-2:00 p.m. Flexible as needed.

Salary: Level 2

Probationary Period: 140 calendar days

Contact: Human Resources Department or hrdept@murrayridgecenter.org