

Lorain County Board of Developmental Disabilities

**Murray Ridge Center**

1091 Infirmary Road • Elyria, Ohio 44035

**POSITION OPENING**

**SECRETARY 1**

**Location:** Murray Ridge Center

**QUALIFICATIONS**

**Minimum:**

Must have a high school diploma or GED. Must be proficient in Microsoft Word, Excel, Power Point 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 accurately on forms and in the computer; generate forms using Microsoft Word, electronically file documents including changing file name, send emails, create PDFs and templates; and file paper 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 an 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 certificates 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.

**RESPONSIBILITIES**

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

Produce typed forms, memos, meetings minutes and letters. File documents. Develop monthly newsletter.

Receive and transmit telephone calls, messages and email. Maintain lobby security by checking in and admitting visitors. Distribute incoming and outgoing mail for the facility.

Maintain office supplies and other supplies for the facility.

Fill in for other clerical staff and receptionist. Be a resource to staff who need help with computers and other office equipment.

Transport materials to other agency locations, as required.

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

**Hours:** Normally, 8:00 am-4:00 pm, Monday through Friday. Flexible as needed.

**Salary:** Level 2

**Probation Period:** 140 calendar days

**Contact:** Human Resources Department or [hrdept@murrayridgecenter.org](mailto:hrdept@murrayridgecenter.org)