

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

SECRETARY 1 PT

Location: Murray Ridge Center
Opportunity Vocational Center

QUALIFICATIONS

Minimum:

Must have a high school diploma or GED. Must have a working knowledge of Microsoft Word and Outlook. Must be able to generate accurate word processing at a minimum speed of 40 words per minute using Microsoft Word. Must be able to communicate in a professional and positive manner at all times with staff, consumers, and the public. Must possess clerical skills including the ability to spell, use correct grammar, enter data accurately on forms and in the computer, file documents, perform basic math functions accurately, and use Microsoft Office.

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

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:

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

RESPONSIBILITIES

Perform a variety of clerical and office tasks for the Adult Services Supervisors which includes the Director of Adult Programs, Opportunity/Vocational Center (OVC) Director, OVC Program Managers, and Special Olympics/Recreation Program Manager. Assist in maintaining and updating the consumers' case records, and consumer/agency data base. Assist in the development of Adult Services forms and schedules. Maintain OVC annual staff training book and ISP/WINK training books. Duties to include maintaining and filing all consumers' monthly documentation sheets, answering phones and assisting as back up at the front desk, developing newsletters, creating a monthly bulletin board for the OVC monthly activities, entering Unusual Incidents for the creation of the OVC monthly log, filing documents into the consumers' Case Record, taking notes at staff meetings and other meetings and type up the minutes and assist with creation of agency Christmas cards.

Assist the Special Olympics/Recreation Program Manager with mailing applications to athletes, maintaining the ISP/WINK training book for coaches, assisting in the planning and implementation of the Special Olympics Banquet which includes making seating arrangements, collecting payments, and creation of a Powerpoint presentation.

HOURS 25 hours per week. Flexible as needed.

SALARY: Level 2

PROBATIONARY PERIOD: 140 days

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