

ASHLAND COUNTY ENGINEER

POSITION APPLICATION ANNOUNCEMENT

The Ashland County Engineer, Edward J. Meixner, P.E., P.S., has announced that applications are being taken for the position of Administrative Assistant with the Ashland County Engineer's Office. This will be a 20 hours per week, part-time position. Applications will be accepted from all qualified applicants. The office of the Ashland County Engineer is an EEO employer.

QUALIFICATIONS: Applicant must meet the qualifications of the job description. A valid driver's license is a requirement for employment.

COMPENSATION: \$25.00/hour to start.

BENEFITS: Public Employees Retirement System, Vacation, and Sick Leave.

HOW TO APPLY: Submit to the office of the Ashland County Engineer, 1511 Cleveland Avenue, Ashland, Ohio, 44805, the following:

- (1) Letter of application - this is important as our office may be hiring multiple positions. Please include a resume and references.
- (2) A completed Schedule "C" as attached.
- (3) A completed "Applicant's Certification" form signed and sealed by a Notary Public.

CLOSE DATE: March 28, 2025 (or until filled)

**Ashland County Highway Department
1511 Cleveland Avenue
Ashland, Ohio 44805**

BENCHMARK JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT – PART-TIME

Unclassified Position in accordance with ORC 124.11 (A)(9) and (A)(30)

JOB OBJECTIVES:

- Incumbent is responsible for general clerical, receptionist, and accounting clerk duties in the County Engineer's office.
- Incumbent reports to the County Engineer.

ESSENTIAL JOB FUNCTIONS:

- Performs general clerical duties to include typing and mailing letters, various other correspondence and bid solicitations, maintaining filing/record keeping systems for inventories, and other related activities.
 - Performs receptionist duties to include greeting the public and directing to correct person, answering and/or screening telephone calls, transferring call to the proper individual, and/or taking phone messages as necessary.
 - Assists in the maintenance of a web site for the Ashland County Engineer/Highway Department, keeping it current with pertinent information for the public to view.
 - Completes applications and other relevant documents for state or federal financial assistance for construction projects and ensures applications are filed in a timely manner to meet applicable deadlines.
 - Provides administrative support to County Engineer and serves as confidential aide; completes or assists with completion of special projects or assignments; conducts research, compiles data and analyzes materials in preparation of complex or technical reports; prepares and maintains information of a confidential or sensitive nature; assists in development of administrative and personnel policies/procedures; develops and accomplishes administrative goals and objectives; represents County Engineer in designated matters.
 - Operates computer to enter, produce or verify information, confers with appropriate officials/agencies to clarify or confirm data; reviews records and reports generated by computer to ensure accuracy and consistency; maintains security of data (e.g., performs proper back-up and storage procedures, etc.)
 - Maintains bid specification records and bidders lists; manages contract files, compiles contract documentation and secures necessary signatures; prepares estimates for payments; maintains contract payment summaries, prepares grant disbursement/reimbursement requests.
 - Maintains confidentiality of information and records.
 - Procures services, equipment and supplies.
 - Maintains personal and professional competence and awareness; attends professional education and training sessions, seminars and workshops.
 - Maintains regular and predictable attendance.
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NON-ESSENTIAL FUNCTIONS:

- Performs various duties of a personal secretary for the County Engineer to include scheduling appointments, making/confirming reservations for seminars/hotels, faxing information and other related activities.
- Provides general information and assistance to co-workers and the public as necessary. Performs other duties as required or assigned.
- Performs related Essential/Non-Essential functions, at the same level of skill and knowledge, as required.

JOB REQUIREMENTS:

- Ability to use computer, calculator/adding machine, electric typewriter, facsimile, copying machine, scanner, telephone, and other common office equipment.

CRITICAL SKILLS/EXPERTISE:

- Knowledge of: basic management; basic personnel practices; organizational policies and procedures; contract management; records preparation and management; office practices and procedures; data processing techniques and procedures; English grammar and spelling; office equipment operation; bookkeeping/accounting, word processing.
- Ability to: apply principles to solve practical, everyday problems; develop and maintain effective working relationships; communicate effectively; handle sensitive inquiries from and contacts with officials and general public; define problems; collect data, establish facts and draw valid conclusions; prepare accurate documentation; exercise independent judgment; gather, collate and classify information about data, people or things; calculate fractions, decimals and percentages; use proper research methods to gather data; prepare routine correspondence; troubleshoot computer hardware/software problems; maintain confidentiality.
- Skill in: word processing, database management, maintaining/developing spreadsheets, computer operation.

JOB STANDARD:

- Completion of secondary education with formal training in office practice and five years administrative secretarial experience or an equivalent combination of course work and/or related work experience is acceptable in place of formal training. Must pass pre-employment exam, including a drug test. Must possess valid Ohio Driver's License.

RESPONSIBILITY:

- Incumbent receives detailed instruction for non-standard or unique assignments; otherwise, incumbent works under general supervision of County Engineer and sets own priorities. Confers with County Engineer regarding priorities, detailed instructions for specific work assignments, problems and/or concerns in order to receive guidance on an as-needed basis.

PERSONAL WORK RELATIONSHIPS:

- Incumbent interacts with co-workers, representatives of private and public entities, and the general public, to obtain and furnish information to complete work assignments; to resolve problems and/or lend assistance.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

- Work is performed in a modern office environment where no unusual physical requirements occur. Incumbent is required to have a moderate level of manual dexterity to operate computer and typewriter. Normal vision is required to input data into computer and to type correspondence. Normal hearing acuity is required to use telephone and to interact with other employees and the public.

SCHEDULE C

For positions that may on occasion drive a county vehicle or any other vehicle on behalf of the county.

First, middle & last name: _____

Address: _____

Ohio Driver License Number: _____

Social Security Number: _____

Date of Birth: _____

(THE ABOVE INFORMATION IS REQUIRED BY THE STATE OF OHIO TO RUN A MVR)

Position applied for: _____

Questionnaire:

During the previous thirty-six months, have you been involved in any of the following:

1. Had any medical or other condition which would limit, restrict, or impair your driving?

2. Had automobile insurance rejected, cancelled, refused or been in a high risk insurance?

3. Been involved in any accidents either at fault or not at fault?

4. Been arrested for any traffic related incidents?

5. Had any traffic violations other than overtime parking?

Please provide all details including date and location for any question that was answered "yes". Attach additional sheets if necessary.

I understand that as a condition of employment I must have a current and valid Ohio driver's license and an acceptable driving record which meets the standards of the county's auto liability insurer.

I further understand that I must provide, with my application, proof of personal auto liability insurance that meets the requirements of the state of Ohio and existing county minimum requirements.

I further understand that the county will request a copy of the bureau of motor vehicles report showing my driving record for all states that I have resided in during the past thirty-six months (3 years) period.

I understand that by giving incorrect information or by omitting information I am falsifying my application and therefore subject to dismissal if hired. I further agree to report to my supervisor any accidents, arrests, violations, or cancellation of personal insurance as soon as possible after they occur and prior to driving any vehicle on behalf of the county.

Prior to driving on behalf of the county: I declare I am familiar with the county resolution requiring driving suspensions for a poor driving record. I understand all of the above and agree to all requirements. I further attest that all statements made by me in this report are true to the best of my knowledge.

APPLICANT SIGNATURE

DATE

APPLICANT'S CERTIFICATION

I understand that my appointment or employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement, or misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the County, regardless of when such omission, falsification, misstatement, or misrepresentation may be discovered. I agree to the conditions and certify that all statements made by me on this application are true and complete, to the best of my knowledge. I also understand that I may be fingerprinted and a criminal background check through either the State of Ohio and/or the United States Federal Bureau of Investigation may be obtained. I understand that this employment application shall become the property of the County and that it and the information received in response to the background examination are public records.

I also understand that I may be required to furnish the County with a copy of my Income Tax Return for the year preceding this application and for each year during my employment or appointment.

I further understand and agree that my employment or appointment will be contingent upon the results of a complete drug test and any other medical or psychological examination reasonably necessary to determine my fitness for employment.

I understand that the use of drugs or alcohol is not permitted during work time, whether paid or unpaid, on County property, including vehicles at any time.

I understand that my continued employment or appointment may be contingent upon the results of medical or psychological examinations that I may be required to take during the term of my employment or appointment and the maintenance of personal physical fitness, to the degree necessary, to perform satisfactorily the duties of my position or assignment with the County.

I understand the following types of information will be collected: employment and educational histories; medical, military, insurance, credit and financial information, motor vehicle and police records; information about my abilities, family, character, lifestyle, and organization memberships, and information about any current drug use via drug testing. Information will be obtained by letter, by telephone, and by personal interview with both primary and secondary sources. This information is used as one element for appointment decisions.

I authorize any of the persons or organizations referenced in this application to furnish information, personal or otherwise, regarding my ability and fitness for employment or appointment with the County and I relieve all such parties and the County from any and all liability for any damage that might result from furnishing such information to the County.

I agree to conform to the rules, regulations, and orders of the County and acknowledge that these rules, regulations, and orders may be changed, interpreted, withdrawn, or added to by the County, at its discretion, at any time and without any prior notice to me.

Signature of Applicant

Subscribed and sworn to be according to the law by the above named applicant on the

_____ day of _____, 20_____.

Notary Public