



*Ashland
County
Department of Job
& Family Services*

*Director J. Peter
Stefaniuk*

*15 West Fourth St.
Ashland, OH 44805*

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www.ashlandjfs.org

*Ashland County JFS is
an equal opportunity
employer and does not
discriminate on the basis
of race, color, national
origin, sex, sexual
orientation, genetic
information, religion,
age, disability, or
military status in
employment or the
provision of services.*

FULL-TIME JOB OPPORTUNITY

Position: Administration Assistant

Full time – \$21.21

Division: Human Resources

Ashland County DJFS is seeking highly motivated, compassionate, and dedicated individuals to join our team in ensuring child safety while promoting family growth and accountability.

Primary Duties (non-exclusive): Assists the Human Resource Administrator in personnel related activities including but not limited to taking notes, tracking training, creating and updating spreadsheets, reports, personnel files, and other documents; uses various forms of software and web-based programming to update timekeeping and personnel records; conducts orientation for new hires; performs onboarding and offboarding tasks; tracks and posts for vacant positions; gathers documents for public records requests and other projects as assigned; assists with benefit enrollment; performs general clerical duties; must be skilled in operating Microsoft Office programs (Excel, Word, Power Point); must be a proficient typist; must have the ability to maintain confidentiality concerning sensitive personnel and administrative issues.

Qualifications: (1) High School of equivalent education (2) A valid Ohio driver's license (3) All positions are subject to employment verification, criminal background check, fingerprinting, alcohol and drug screening, motor vehicle report check, SACWIS AP search, and approval by the Ashland County Commissioners.

WHY WORK FOR ACDJFS?

- **Health Care Benefits**
- **Flexible Scheduling**
- **Tuition and Student Loan Stipends**
- **Generous Leave** - personal leave available for immediate use; compensatory time; vacation time; sick leave incentive program allowing accrual of additional leave or pay every 90 days.
- **Longevity Pay Increases**
- **OPERS**
- **Positive and Supportive Environment**

How to Apply: Interested candidates should submit: (1) a cover letter (2) a resume (3) a list with three professional references (4) and a completed civil service application to Sarah Stika via email: Sarah.Stika@jfs.ohio.gov or by mail at: 15 West Fourth St., Ashland, Oh 44805.