

**CUYAHOGA COUNTY ANNOUNCES
THE FOLLOWING CAREER OPPORTUNITY**

Job Title: Administrative Assistant 2
Department: County Council
Location: 1219 Ontario Street
Cleveland, OH 44113

Pay Grade: 6
Pay Range: \$34,985.60 - \$41,995.20
Reports to: Chief of Staff/Clerk of Council
Hours: 8:30 AM to 4:30 PM
Monday through Friday
(May require some evening meetings)

ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION PRIOR TO BEING HIRED.

REQUIREMENTS: Associate's degree in business administration (Bachelor's degree preferred) with three (3) years of administrative experience, or any equivalent combination of training and experience. Excellent communication skills.

RESPONSIBILITIES:

Coordinates the work of clerical support staff (e.g., assigns and prioritizes work; provides training and instruction; ensures work is performed according to established standards; responds to employee problems). Assists higher level administrators by researching and analyzing information to support Council's direction (e.g.- researches and analyzes program information and prepares report and recommendations; presents recommendations to administrator to assist in program direction; prepares and recommends new policies and procedures; monitors progress of newly implemented policies, procedures or programs and reports to administrator). Relieves administrator of administrative functions (e.g.- serves as liaison between administrator and employees; transmits administrator's decisions to employees; handles routine problems or details in place of administrator; composes responses to correspondence and requests for information; signs correspondence in administrator's name as directed; gathers information and statistics and prepares reports; schedules meetings and appointments for administrator; answers and screens telephone calls to administrator). Produces typed copy of documents (e.g. - types letters, memos, correspondence, vouchers, requisitions, specifications, lease agreements and contract documents from draft copy or dictation; edits document to correct errors by reading document and/or applying editing software; submits letters for proofreading and signature; maintains copy files of documents; maintains computer back-up files of documents when applicable). Maintains confidential filing system of administrator's records (e.g.- creates filing system; files documents in correct order). Performs administrative duties to support business functions of Council (e.g.- organizes conferences and meetings; reviews staff development requests; acts as liaison with various offices and departments; maintains Council office inventory; maintains Council budget records; processes financial documents; assists with development of Council office policies; reviews final copies of items for print; drafts correspondence; assigns advertising and bid opening dates). Performs clerical tasks (e.g.- greets visitors; directs visitors and callers to appropriate office or personnel; answers telephone, directs calls, takes message and/or responds to routine telephone inquiries; opens, screens and distributes mail; copies, collates and distributes documents; maintains office supply inventory).

APPLICATION PROCEDURE: Submit a resume with a cover letter to the Office of County Council, Room 424, County Administration Building, 1219 Ontario Street, Cleveland, Ohio 44113. Please DO NOT FAX application and/or resume. Electronic materials may be sent to countycouncilhr@cuyahogacounty.us

Applications must be received by 4:30 p.m. on February 2, 2011

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Office of County Council.

Equal Opportunity Employer – Smoke-Free and Drug-free Workplace.
To apply on-line visit our website: www.cuyahogacounty.us

Posted: