

Executive Assistant

HURON COUNTY COMMISSIONERS' OFFICE, JOB POSTING

Position Title: Executive Assistant
Reports to: Administrator/ Clerk
FLSA Status: Unclassified/ Non-Exempt
Hours: Full-time
Revision Date: 7/30/24

Job Summary: Executes a variety of administrative duties under the direction of the Huron County Commissioners' Administrator/Clerk. This position will support the Administrator/Clerk by preparing and typing resolutions, proclamations, contracts, meeting minutes, and correspondence as well as interacting with general public.

Pay Range: \$20.00-\$25.00/ hour

Benefits:

- Health and dental insurance
- Paid vacation and personal time
- Eleven (11) paid holidays
- Retirement Pension
- Public Student Loan Forgiveness Eligible Employer
- Life Insurance Policy

Essential Functions:

- Represents Administrator/ Clerk when absent.
- Organizes various meetings for the Commissioners, (such as the Planning Commission) and assists in the development of agendas, minutes and notices for these meetings.
- Prepares resolution, proclamations, official actions and correspondence for Commissioners.
- Transcribes meeting minutes.
- Organize, obtain signatures, copy and distribute agreements and documents from Commissioners' Meeting.
- Coordinates, attends bid openings, and maintains bid files for county projects.
- Maintains index of agreements, bid openings, etc.
- Maintains and indexes Commissioners' journals.
- Assist and/or coordinate preparation of annexation requests, road, vacation/establishment petitions, ditch petitions, proclamations, and various leases.
- Maintain department filing system and scheduling of storage and destruction of documents per the Huron County Records Commission.
- Prepares and tracks public records requests.
- Stays abreast of best practices, legislation, and trends.

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- Manages and distributes communication as required.
- Greets and directs individuals to desired locations.
- Prepares correspondence and proofreads to ensure accuracy.
- Travels in and out of county for various meetings, trainings, seminars, and functions.
- Maintains accurate records and communicates effectively.
- Handles sensitive inquires and contacts with officials and the general public.
- Safeguards information of a confidential or sensitive nature.
- Assists with departmental functions when staff are unavailable.
- All other duties assigned by the Administrator/Clerk.
- Maintains regular and predictable attendance.
- Develops and maintains effective working relationships.

Essential Knowledge, Skills, and Abilities:

- Knowledge of government structure and process.
- Knowledge of County policies and procedures.
- Knowledge of County services and office locations.
- Skilled in Microsoft Suite and scanning software.
- Skill in effective oral and written communication.
- Ability to meet strict deadlines.
- Ability to communicate and work effectively with others.
- Ability to learn new computer programs and software.
- Ability to maintain confidential information.
- Ability to work independently on assigned tasks as well as accept direction on given assignments
- Ability to multitask while maintaining organization of county files.

Required Education and Experience:

- Associate degree in business, government, or related field. Bachelor's degree preferred. -or-
- Equivalent experience in related field.
- Possess or obtain valid Ohio driver's license within thirty (30) days of appointment.

Preferred Education and Experience:

- Experience in public sector
- Notary Public

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HOW TO APPLY:

If interested submit Resume and Employment Application to Lara Hozalski, Deputy Director of Human Resources, 12 E. Main Street, Suite 513 or hrdirector@huroncounty-oh.gov

You can find our application at: <https://www.hccommissioners.com/employment-opportunities/>.

Deadline: Until filled.

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