

**BUTLER COUNTY MENTAL HEALTH & ADDICTIONS RECOVERY SERVICES BOARD  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 10/1/2021

**Response Deadline:** 10/15/2021

<b>Agency:</b> Butler County Mental Health & Addiction Recovery Services Board	<b>Job Title:</b> Receptionist/Support Staff
<b>Unclassified</b> Yes	<b>Bargaining Unit</b> No
<b>Overtime Exempt:</b> No	<b>Salary Range:</b> \$12.96-\$14.41
<b>Work Location:</b> 5963 Boymel Dr. Fairfield, Oh. 45320	<b>Hours of Work:</b> M-F 8:30-4:30

**ESSENTIAL FUNCTIONS:**

- Provides clerical and administrative support to the Director of Finance & Administrative Services and other Board staff.
- Open office at 8:30 am M-F.
- Answer telephone, route calls and greet walk-in inquiries.
- Opens mail and distributes
- Other similar duties as assigned

**REQUIRED QUALIFICATIONS:**

- Knowledge of standard office procedures and practices doing administrative assistance
- Basic mathematic principles
- High School Degree or equivalent
- State Motor Vehicle Operator's License with insurance

**SELECTION PROCEDURE:** Resumes and Interviews

**SUBMIT COVER LETTER AND RESUME TO:**

Marion Rhodus, Director of Finance  
5963 Boymel Dr. Fairfield Oh 45014  
or by email to: [PublicRelations@BCMhARS.org](mailto:PublicRelations@BCMhARS.org)  
(Please indicate Job Title in subject line.)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the Americans with Disability Act of 1993, BCMHARS will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**