

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 05/08/2024

**Response Deadline:** until filled

<b>Agency:</b> Board of County Commissioners	<b>Job Title:</b> Administrative Secretary
<b>Classified:</b> <input checked="" type="checkbox"/> <b>Unclassified:</b> <input type="checkbox"/>	<b>Bargaining Unit:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> \$16.59 - \$23.10 per hour
<b>Work Location:</b> 315 High St, Hamilton, OH 45011	<b>Hours of Work:</b> 8:00 am - 4:30 pm, M - F

**ESSENTIAL FUNCTIONS:**

- 1) Perform clerical tasks (e.g. receive, open, log, distribute incoming mail; answer phone and screen calls; handle telephone inquiries; greet and direct visitors; photocopy documents; prepare materials for mailing); prepare routine forms; type variety of complex and confidential materials; maintain record-keeping and filing system.
- 2) Assist in the delivery of parking garage vouchers; answer general questions.
- 3) Monitor emails and distribute incoming mail; maintain calendar and schedule for Government Services Conference Rooms; complete setup and post-meeting checks.
- 4) Maintain calendar and schedule for BOC Fleet use and maintenance; verify fleet authorizations; track service and recall notices.
- 5) Monitor social and print media that pertains to County business; distribute and track key issues.
- 6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**REQUIRED QUALIFICATIONS:**

- High school diploma or GED; and
- One (1) year relevant work experience; or
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

**SELECTION PROCEDURE:** Resumes and Interviews

**SUBMIT COVER LETTER AND RESUME TO:** [resumes@bcOhio.gov](mailto:resumes@bcOhio.gov) (indicate job title in subject line)

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

Pursuant to the ADA Amendments Act of 2008, Butler County 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**