

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

Posting Date: 4/25/2024

Response Deadline: until filled

Agency: Butler County Board of Commissioners	Job Title: Administrative Support Specialist – Human Resources Dept
Classified: <input checked="" type="checkbox"/> Unclassified: <input type="checkbox"/>	Bargaining Unit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: \$17.07 - \$24.47 per hour
Location: 315 High Street, Hamilton, OH 45011	Hours of Work: M-F; 8:00 a.m. – 4:30 p.m.

ESSENTIAL FUNCTIONS:

- Provide administrative and clerical support, as assigned by Human Resources Director, to the Director and Officers in Human Resources to advance operations and assist in the development of systemic improvements in furtherance of Human Resources practices and processes and Board of County Commissioners operations and business.
- Compose, prepare, and distribute correspondence upon request; screen calls and greet visitors.
- Collaborate with Departments in the issuance, receipt and tracking of requests, documents, and postings in accordance with County policy and regulations; manage and post all required legal notices as requested.
- Develop and maintain effective working relationships and communications with associates, constituents, officials and the general public on all matters relating to County Human Resources operations and business.
- Create purchase orders and track vendor invoices. Contribute to the budgeting process for the department.
- Verify and review confidential, detailed personnel wage and medical reports/records as needed.
- Assist with the distribution, receipt, and reporting of annual Countywide data.
- Assist with the receipt, acknowledgment, organization and research of Public Records requests.
- Organize, catalog and retain personnel records of Departments under the Board of Commissioners, maintaining and securing confidentiality of records where necessary.
- Inventory, plan, stock and order operational/office supplies for Human Resources Department; open and distribute mail; prepare material for mailing, answer multi-line telephone.
- Schedule interviews as directed; coordinate requests for conference room scheduling in the Government Services Center.
- Perform functions of the position with discretion, respecting the inherent confidential nature of all Human Resources matters.
- Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

REQUIRED QUALIFICATIONS:

- High school graduate or GED equivalent, and
- More than 2 years' experience working for a public entity and dealing with government structures and processes, including public relations, or
- Any combination of education, experience and/or training equivalent to the stated minimums.

SELECTION PROCEDURE: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO: 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