

Inspire  
Change



Superintendent  
Ph: 419-523-0123  
Fax: 419-523-0121

Business Office  
Ph: 419-523-0122

Service Support  
Manager  
Ph: 419-523-0115

Service /Support  
Administration  
Ph: 419-523-0115

Early Intervention  
Ph: 419-523-0124

To Report Abuse or  
Neglect please call:  
Ph: 419-523-0115 or  
419-889-2980

[www.putnamcountydd.com](http://www.putnamcountydd.com)

# PUTNAM COUNTY BOARD OF

## DEVELOPMENTAL DISABILITIES<sup>1</sup>

124 Putnam Parkway Suite D.  
Ph: 419-523-0122

Ottawa, Ohio 45875  
Fax: 419-523-0121

**Posting Period: 01/29/2020 thru 02/12/2020**

### Notice of Available Position Putnam County Board of DD

Recruiting is now taking place for the position indicated below. If you meet the minimum qualification standards and are interested in applying for the position, send a resume and application to the Putnam County Board of DD Business Office, 124 Putnam Parkway, Suite D, Ottawa, OH 45875 on or before the expiration date of the posting. You may obtain an application packet from the Putnam County Board of DD Business Office, 124 Putnam Parkway, Suite D, Ottawa, OH 45875 or [www.putnamdd.com](http://www.putnamdd.com). Questions please phone 419-523-0116.

<b>Position:</b>	Administrative Assistant
<b>Type of Position:</b>	Full Time Permanent
<b>Hours of Work:</b>	40 hours weekly, M-F
<b>Salary:</b>	Commensurate with Experience
<b>Benefits:</b>	Sick, Vacation, Personal Leave & Health Insurance

#### Minimum Requirements:

Minimum High School Diploma, College Degree preferred. The applicant shall perform specialized administrative work under the direct supervision of the Superintendent. The applicant shall complete an orientation program consisting of 30 hours of training. The applicant shall successfully pass a physical examination after job offer and criminal background checks including but not limited to: BCII, Abuser Registry and Nurse Aide Registry. The applicant must have a valid driver's license.

#### Responsibilities of the Position:

This position is a multi-function position designed to manage the many aspects of human resources administration and to insure compliance with all regulatory agencies in the following areas but not limited to: Personnel Administration, Benefits Administration, Personnel Training and Policies. Perform other duties as required by the Superintendent.

#### Essential Functions of the Job:

Ability to manage diverse and multiple tasks and responsibilities. Excellent technical writing skills with the ability to conduct research and extract information from technical material. Knowledge of data processing applications and office communications systems. Ability to maintain confidential and highly sensitive information. Facilitate group trainings. Interprets and complies with applicable laws, regulations, policies, procedures and professional ethical standards.

**Note:** The PCBDD is an Equal Opportunity Employer and Provider of Service. If you are a person with a disability and require accommodations for the interview, notify the board.