

VACANCY JOB POSTING

COUNTY DEPARTMENT: SCRPC/SCATS
JOB CLASSIFICATION: SECRETARY
SUPERVISOR: OFFICE MANAGER
LOCATION: 201 3RD ST. NE, SUITE 201, CANTON, OH 44702
HOURS OF WORK: 8 A.M. - 4 P.M. **SALARY:** \$23,000 - \$28,000

DEFINITION: This is an entry level secretarial position responsible for performing a variety of routine and complex clerical functions. This employee works under the immediate supervision of the Office Manager. This is a non-exempt position under the provisions of the Federal Fair Labor Standards Act.

CHARACTERISTIC WORK: Directs incoming calls to appropriate staff, in addition to greeting the public and handling routine inquiries regarding agency operations. Performs a variety of routine secretarial functions, including incoming, outgoing, and interoffice mail, typing of technical and non-technical material, with computer skills in Microsoft Office. Records and transcribes minutes of various meetings, which includes preparation of agenda and other materials in conjunction with the meeting. Maintains the agency library. Performs office functions in coordination with the Office Manager. Attends meetings as required. Performs related duties as requested.

QUALIFICATIONS: Graduation from an accredited high school with appropriate secretarial and clerical course work. Knowledge of secretarial and clerical office practices, procedures, and skill.

PERSONS INTERESTED IN POSITION SHOULD APPLY BY:

Monday, August 16, 2010

SUBMIT RESUME TO:
SCRPC/SCATS
ATTN: Robert A. Nau, Executive Director
201 3rd Street NE, SUITE 201
Canton, OH 44702

AN EQUAL OPPORTUNITY EMPLOYER
