



COSHOCTON COUNTY ENGINEER

Administrative Assistant Job Description

Supervisor: Deputy County Engineer
FLSA Status: Hourly, Non-Exempt
Salary Range: Negotiable
Classification: Full Time (40 hours per week)

Location: Coshocton County Engineer's Office, 23194 County Road 621, Coshocton, Ohio

Hours of Work: Monday – Friday 7:00 a.m. to 4:00 p.m.

Overtime: This position is subject to occasional, scheduled overtime

Summary: This position will be available the beginning of September, 2013 as a full time position within our organization.

Essential Duties and Responsibilities include the following: provides daily administrative support by preparing reports, handling information requests, clerical functions, receiving visitors and guests, inventory, computer work including other duties as assigned by others activities as required.

Supervisory Responsibilities

This position will not have any type of supervisory responsibilities.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- Carry out written or oral instructions;
- Advanced computer skills as detailed below;
- Knowledge of general office machines and telephone systems
- Cooperatively work alone or with co-workers

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Potential candidate must have five (5) years prior experience in clerical, reception, administrative, or office manager experience.

Education and/or Experience

High school diploma or general education degree (GED) is required for this position. Additional education and training skills are preferred, but not required.

Language Skills

Ability to read and comprehend simple instructions, manuals, short correspondences, and communicate information effectively to co-workers and supervisors. Potential candidate will have the ability to work as a team or independently on the projects, as necessary.

Mathematical Skills

Basic understanding of math skills including simple arithmetic, formulas for spreadsheets and preparing information for billing, such as quantities used and the cost of items is required for this position.

Computer Skills

Advanced computer skills are required for this position including Microsoft Office products, word processing, spreadsheet entry and analysis, mail merge databases, web publishing and email functions.

COSHOCTON COUNTY ENGINEER'S OFFICE APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ County: _____ SSN#: _____

Are you at least 18 years old ? YES NO

Are you willing and able to work overtime, other than regular business hours, if required of the position for which you are applying? _____

Do you have any relatives working for the County Engineer? - If yes, please list name and relationship. _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses?* _____ If so, please describe: _____

*Disclosure of a criminal record is not an automatic bar to employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness of the offense in relation to the job for which you are applying.

EMPLOYMENT DESIRED

Position applying for: _____

Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodation? _____

Do you possess a Valid Ohio Driver's License? _____

Do you possess a Commercial Driver's License? _____ Class: _____

What date will you be available for work? _____

Minimum salary expected? _____

EDUCATION

Type	Name & Address	Circle Last Year Completed	Did You Graduate?	Subject Studied & Degree Received
High School		9 10 11 12		
College		1 2 3 4		
Post Graduate		1 2 3 4		
Business, Trade, or Correspondence School		1 2 3 4		

EMPLOYMENT HISTORY

(List most recent employer first. Include relevant military history. Use additional paper, if necessary.)

Name of Employer _____ Telephone # (____) _____
Address _____ City _____ State _____ Zip _____
Name & Title of Supervisor _____
Job Title _____ Dates of Employment _____ to _____
Briefly describe your duties & responsibilities _____ _____
Type of machines, equipment, or vehicles operated _____ _____
Specific reason for leaving _____ _____

Name of Employer _____ Telephone # (____) _____

Address _____ City _____ State _____ Zip _____

Name & Title of Supervisor _____

Job Title _____ Dates of Employment _____ to _____

Briefly describe your duties & responsibilities _____

Type of machines, equipment, or vehicles operated _____

Specific reason for leaving _____

List the Employers we may not contact for reference _____

REFERENCES (List non-related, individuals whom we may contact for a professional reference.)

Name	Address	Telephone
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

OTHER (Please provide any other information you believe is relevant and would like the Employer to consider in its review of your application)

APPLICANT'S AGREEMENT AND RELEASE

I certify, I have read and understand the information requested on this application and the responses to the foregoing questions and statements made by me are complete and true to the best of my knowledge .

I understand any false information, omissions, or misrepresentations of fact called for in this application may result in rejection of my application or immediate discharge at any time during my employment. I also understand, as a condition of initial or continued employment, I agree to submit to lawful examinations such as , medical, drug screening, or others as may be required by the Employer.

I authorize the Coshocton County Engineer and/or its agents, including consumer reporting bureaus to verify any of this information by searching appropriate information and record sources. I authorize all employers (unless restricted on page 4 of this application), persons, schools, companies, law enforcement authorities, and state agencies to release any information concerning my background and hereby release those parties from any liability whatsoever for issuing this information. I further release the Employer of any and all claims of action arising out of the Employer's efforts to verify the information I have provided in this application and/or its determinations of my qualifications and abilities.

I confirm I meet all the requirements as stated on the job posting or job description for the position for which I am applying. I am further able to perform all the essential duties of the positions as listed in the job descriptions, with or without reasonable accommodation.

I understand and agree as a condition of my employment, I shall meet and maintain all required standards of my position which involve certification, registration, licensure and/or training. I further understand I may be required to enroll in courses and/or other training at my own expense in order to maintain the standards of my position.

I grant permission to have this application and enclosures duplicated and to be distributed to the employees of the Coshocton County Engineer responsible for initial screening, interviewing, recommending applicants for employment and to other employees responsible for personnel records and reports.

Signature _____ Date _____

The Coshocton County Engineer is an Equal Employment Opportunity Employer. It does not discriminate on the basis of age, race, color, religion, sex, disabilities, national origin or other illegal reasons.