

Summit County Children Services

POSITION DESCRIPTION

Job Title	Administrative Assistant III
Bargaining Unit	CWA, Local #4546, AFL-CIO
Department/Division	Children Services
Full Time/Part Time	Full Time
Salary	\$18.54
Work Schedule	Monday – Friday, 8:30am to 4:30pm
Job Description	<p>Reporting directly to the Department Director, Client Rights & Quality Improvement (CR&QI) the Administrative Assistant III provides technical and administrative support in a one-on-one working relationship assuring that the CR&QI department runs smoothly and in a consistent fashion. The incumbent serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the office of the Department Director, CR&QI.</p> <p>The Administrative Assistant III is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that respect and preserves the dignity of all. The Administrative Assistant III commits to adhere to SCCS’ mission, vision, and values at all times.</p>
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.
Education and/or	
Experience	<p>High School Diploma or GED required; associate degree in business or social services related field preferred.</p> <p>Three years of office/administrative experience required; One year of experience working in a child welfare or social services agency preferred.</p>

APPLY on our county website:

<https://summitcountyoh.munisselfservice.com/ess/employmentopportunities/default.aspx>