

Summit County Children Services

POSITION DESCRIPTION

Job Title	Administrative Assistant IV
Bargaining Unit	CWA, Local #4546, AFL-CIO
Department/Division	Children Services
Full Time/Part Time	Full Time
Salary	\$21.63
Work Schedule	Monday – Friday, 8:30am to 4:30pm
Job Description	<p>Reporting directly to the Deputy Director, Social Services - Resources, the Administrative Assistant IV provides technical and administrative support in a one-on-one working relationship assuring that the Social Services - Resources Division 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 Deputy Director, Social Services – Resources.</p> <p>The Administrative Assistant IV 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 respects and preserves the dignity of all. The Administrative Assistant IV 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Education and/or	
Experience	High School Diploma or GED required; Associates Degree in Business or Social Services related field preferred.
	Three years of office/administrative experience required

APPLY on our county website:

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