



LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Intermittent Secretary Clerk	Reports To:	Department Supervisor
Division:	Early Childhood or DD	Civil Service Status:	Unclassified Intermittent
Schedule: Varies		FLSA Status:	Non-Exempt
Salary Range: \$ 10.93 per hr.		Hours: Varies	Days: As needed

QUALIFICATIONS:

High school diploma or equivalent required.

LICENSURE OR CERTIFICATION REQUIREMENTS:

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment). May be requested to lift, carry, and move enrollees, including children, in a safe manner, according to in-service training and policy.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

- Act as the Discovery Center or DD receptionist greeting and registering visitors in a professional manner.
- Answering and dispatching calls to appropriate staff.
- Implement building security procedures as directed and monitor for effectiveness.
- Prepare materials/reports as requested by the Educational Services Director or Therapy Services Coordinator or DD Management
- Coordinate/assist with events.
- Actively promote good public relations with parents, advocates, community organizations, vendors, and other staff members.
- Assists with emergency drills where needed.
- Other duties as assigned.

ESSENTIAL FUNCTIONS OF THE POSITION: *For purposes of 42 USC 12101 and OAC 4112-5-8:*

1. Act as Discovery Center or DD receptionist greeting and registering visitors.
2. Reviews and responds to enrollee/student, staff and general public's questions and concerns.
3. Communicates in person and via the telephone.
4. Performs clerical tasks, including operating basic office equipment and machines.
5. Scans files or verifies scanned files.
6. Assists with proof reading and distributing material to families
7. Demonstrates regular and predictable attendance.
8. Shall comply with Safety Rules established, for the purpose of, fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.

GENERAL EXPECTATIONS:

- Promotes and implements the mandates of the LCBDD in a professional, positive, and efficient manner.
- Maintaining confidentiality is required.
- Regular and predictable attendance is expected.

- Preserving a valid certification, licensure or registration is expected for those positions that require such in order to continue employment.
- It is essential for the employee to maintain all training and in-services required by the position.
- The LCBDD promotes a non-hostile and non-discriminating work environment. Employees must adhere to respectful conduct and language at all times. The Board expects all employees to follow policies/procedures of the department and Agency rules and regulations.

COMPETENCIES FOR THIS POSITION:

This position will answer and route all incoming calls at the Discovery Center or DD office, receive and route Visitors to proper locations and maintain professional ethics in keeping with the confidentiality of information and material with which he/she will come in contact. This position is essential in enforcing building security Excellent verbal communication, organization and math skills.
Ability to organize and handle wide variety of details. Familiar with Microsoft Word and Excel.

POSITIONS DIRECTLY SUPERVISED:

None

EQUIPMENT OPERATED:

Office Equipment and Technology Equipment

WORKING CONDITIONS:

- Position may involve exposure to individuals with medical and behavioral risks.
- Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior.

PROBATIONARY PERIOD: One Year

Please submit completed application by September 11, 2020 to:

**Attn: Deb Morrison
Logan County Board of DD
1851 St. Rt. 47 West
Bellefontaine, OH 43311**