



Administration

604 Carlton Davidson Lane • Coal Grove, OH 45638
740.532.7401 • www.lawrencedd.org

NOTICE OF AVAILABLE POSTION Secretary 3

QUALIFICATIONS

Must have a high school diploma or equivalent. Successful completion of formal program in office management, secretarial or administrative support is preferred.

Immediate Supervisor: Director of Service & Support Administration
Director of Early Childhood Education

Location: SSA Department and EI Department, 606 Carlton Davidson Lane, Coal Grove, OH

Working Hours: 8:00am to 4:00pm Monday-Friday – 260 Days per Year

Job Duties:

To effectively perform this job, the employee must perform each essential duty and responsibility, as well as other related duties that may be assigned, to performance standards.

Provides secretarial services and support to the Service & Support Administration Department and the Early Intervention Department.

Creates and maintains electronic files of individuals served.

Schedules appointments and meetings.

Serves as the initial point of contact with the general public, officials and other visitors and callers. Screens calls and visitors, provides assistance to routine inquiries, and routes to requested party according to office procedures.

Prepares reports, pamphlets, and other correspondence and mailings.

Receives and distributes incoming mail, e-mail and fax.

Takes and completes meeting minutes.

Maintains data systems.

Distributes Individual Service Plans and incident reports.

Coordinates Family Support Services Program.

Copies, types, scans and indexes documents.

Maintains inventory of office, copier, and postage supplies and follows ordering procedures for supply requisitions approved by the Director. Submits purchase order requests, orders, receives and unpacks supplies, and delivers items to staff.

Maintains responsibility for assuring compliance with applicable DODD rules and regulations, and Agency policies and procedures.

Growing Possibilities

Equal Opportunity Employer and Service Provider

Attends staff meetings, professional meetings, and team meetings, when requested.
Completes and maintains required documentation in accordance with Board policies and procedures.
Maintains confidentiality of confidential and sensitive information including individuals and families served.
Performs job duties to performance standards, and complies with policies and applicable requirements.
Displays teamwork and cooperation when working with management and coworkers.
Works effectively with, or around, individuals with disabilities and their family members or guardians.
Models appropriate social and ethical behavior.
Attends trainings as required to remain up-to-date on issues relative to job duties and responsibilities.
Works assigned schedule, exhibits regular and punctual attendance and works overtime as approved to meet workload demands.

Salary: Commensurate with years of applicable experience and education

Applications: Online at <https://www.lawrencedd.org/JobOpportunities.aspx>
Or send resume and/or application to business@lawrencedd.org

Date Posted: April 12, 2024

Application Deadline: April 21, 2024