

PART-TIME ADMINISTRATIVE ASSISTANT

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Administrative Assistant	Part-Time 5 days/week (M-F) 4-5 hours per day by timesheet	5/31/2019	6/24/2019	Midwest Regional ESC office in Sidney, Ohio	High School diploma or equivalent is mandatory with knowledge of inner workings of an office environment preferred.

If you have questions regarding the position and/or building assignment, please contact Shawn McElroy, Executive Director of Organizational Development at:

smcelroy@mresc.org

HOW TO APPLY

- **Step #1** – Download an employment application from our website by clicking the application link below:

MRESC Application

- **Step #2** – Submit your completed application to:
Midwest Regional ESC
Attn: Jana Barhorst
129 East Court St.
Sidney, Ohio 45365

Or you may email the completed application to:

jbarhorst@mresc.org

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER
BELLEFONTAINE*OHIO

Title: ADMINISTRATIVE ASSISTANT/GIFTED-STUDENT ACHIEVEMENT SUPPORT

Reports to: Superintendent and Director of Gifted Education/Student Achievement

Job Objectives:

- Serve as Administrative Assistant to the gifted/student achievement department.
- Perform the duties necessary to maintain the Contentverse Document Storage system for the ESC and all outside Districts that participate in the system.
- Provide support for the Absence Management system.
- Provide support for the Shelby county Special Education staff.
- Perform background checks for the ESC staff and general public.
- Serve as the receptionist for the general public who visit the ESC.
- Recognize each contact with the public as an opportunity to promote a positive impression of the educational service center.

Minimum Qualifications:

- High school diploma or equivalent.
- Meet all health requirements mandated by law
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.
- Prior experience involving the operation of an office telephone system.
- Proficient in office procedures, protocol, and the use of business equipment (e.g., calculators, copiers, computers, software programs, desktop publishing, etc.).
- Proficient in typing, spelling, and the correct use of grammar.
- Demonstrated maturity and the ability to work with the public.
- Meet all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provide secretarial support to Gifted/Student Achievement Department staff and coordinate activities and information with local districts as directed.
- Scan, name, and store the current incoming files of the ESC into the Contentverse system.
- Scan, name, and store the past files of the ESC into the Contentverse system.
- Scan, name, and store the incoming files for all outside participating Districts into the Contentverse system.
- Send substitute sign-in sheets to district contacts for all MRESC staff absences requiring a substitute.
- Assist Directors, in emergency situations, with filling vacancies for MRESC staff absences.
- Perform receptionist duties by greeting visitors to the ESC and help facilitate their visit by directing them to the appropriate person or assisting them in other areas as needed.
- Perform background checks for ESC staff and the general public.
- Cross train with office staff to fill-in during breaks, interruptions, and absences.
- Operate all office equipment.
- Maintain an appropriate filing system to ensure the safe retention of office records. Ensure the confidentiality of privileged information.
- Attempt to develop rapport and maintain the confidence of staff and the community. Respond to requests and complaints promptly, accurately, and tactfully. Be open to constructive suggestions. Respect the personal

confidences and privacy needs of individuals. Ensure the confidentiality of privileged information.

- Provide secretarial support to educational service center staff as directed.
- Type correspondence, reports, and other documents. Copy documents as directed.
- Keep current with advances in computer technology and software improvements. Share knowledge and skills with staff as requested.
- Attend all mandatory staff meetings. Participate in professional growth activities when requested.
- Serve as a role model for staff and students. Demonstrate personal integrity, responsibility, impartiality, respect, and courtesy.
- Perform other specific job-related duties as directed to include special projects as assigned.

**Abilities
Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Using interpersonal skills to promote a favorable image of the educational service center.
- Working cooperatively to support a successful team effort.
- Expressing ideas effectively using verbal and writing skills.
- Reacting productively to interruptions and changing conditions.
- Displaying patience and flexibility with all individuals.
- Lifting, carrying, and moving office supplies and equipment.
- Being punctual and maintaining a consistent attendance record.
- Transcribing, entering, and posting data accurately. Proofreading accurately.
- Handling and manipulating office equipment that requires speed, dexterity, accuracy, and repetitive motions.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center.

**Supervisory
Responsibility:**

Under the direction of the superintendent and/or office manager: schedule meaningful work assignments, provide instructions, and communicate expectations to assigned student trainees and volunteers.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Interaction with agitated or upset individuals.
- Duties may require extended time using a computer terminal and keyboard.
- Duties require considerable telephone contact and paperwork.
- Duties require working under stress to meet schedules and deadlines.