



Delaware County Board of Developmental Disabilities

To inspire, empower, and support people to achieve their full potential.

NOTICE OF AVAILABLE POSITION OFFICE ASSISTANT

Job Duties:

General typing, copying, mailings and clerical tasks; produce correspondence/documents/reports; purchase/inventory of supplies; perform background checks and serve as initial building contact for individuals, family members, providers, and community members; schedule meeting room usage

Requirements/Credentials:

High School diploma with business experience, one year office experience, computer skills (Microsoft Word and Excel), knowledge of various office equipment

Work Schedule: 8:00 a.m. - 4:30 p.m., 260 days annually

Pay Range: \$29,520 - \$49,200; comprehensive benefits package

Work Location: 7991 Columbus Pike, Lewis Center OH 43035

Position Available: Immediately

Application Deadline: October 13, 2017

Apply at: <http://www.co.delaware.oh.us/>
Only online applications will be accepted

For questions contact: Jared Zirillo
Delaware County Board of Developmental Disabilities
7991 Columbus Pike
Lewis Center OH 43035

Working conditions may exist that do not normally exist in the occupation of a public employee. These conditions may include exposure to blood-borne pathogens, communicable diseases, potential infectious materials, hazardous chemicals and/or aggressive behavior.

An Equal Opportunity Employer and Service Provider