
Administrative Assistant I - Bargaining - HHS-ADM-IT(Job Id 1038)

Location: US:OH:Cleveland

Category: Division of Children
& Family Services

Salary: 16.35-0.00 USD

Post Date: 10/31/2022

Close Date: 11/27/2022

Description

Department: Division of Children and Family Services

Anticipated Work Schedule: M-F 8:30am - 4:30am

Full Time or Part Time: Full Time

Classified or Unclassified: Classified

FLSA: Non exempt

Summary

DCFS works to assure children at risk of abuse and neglect are protected and nurtured within a family and with the support of the community as we strive to end the over-representation of people of color in the child welfare system. Safety, permanency, and well-being are the goals for every child and family we encounter. Employees investigate allegations, assess child safety and risk contributors, and help stabilize families that have been weakened through poverty, illness or crisis. DCFS provides safe and appropriate placement for children in County custody, and helps achieve permanency through reunification, legal custody or adoption.

This is an entry-level administrative position that is responsible for performing administrative duties to provide support to County department or unit. This classification works under direct supervision and within a well-defined framework of policies, procedures, and regulations. This class is distinguished from the Clerk by its increased responsibility and ability to work independently as well as a broader range of more complex administrative tasks.

Essential Job Functions

Assists a County unit or department with administrative functions; communicates administrator or manager's decisions to employees; monitors and coordinates assigned department activities; composes responses to correspondence and requests for information; gathers information and statistics and prepares reports for department's use; schedules and coordinates meetings; prepares agendas; attends meetings to record minutes; maintains confidentiality.

Prepares various documents and copies of documents supporting office activities using standard office equipment; prepares and edits various technical and non-technical documents using word processing, spreadsheet, database, or presentation software; researches and gathers information and compiles routine and non-routine reports; submits letters for proofreading and signature; sets up and maintains files of correspondence and documents.

Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

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Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; maintains office storage supplies.

Minimum Requirements

High School Diploma and two (2) year of administrative support experience; or any equivalent combination of training and experience.

Application Process

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.