



Clinton County Veterans Service Commission

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43 S. Walnut Street • Wilmington, OH 45177



CLINTON COUNTY VETERANS SERVICE COMMISSION (CCVSC) ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

ADMINISTRATIVE ASSISTANT (FULL-TIME)

The Clinton County Veterans Service Commission is seeking candidates for the position of *Administrative Assistant (Full-time)*.

The application packet shall consist of:

- Clinton County Application for Employment,
- Certified copies of all Military Discharges (DD-214), Or has a veteran family member (**must prove it.**)
- Three references (name, address, contact number)

JOB DESCRIPTION: Must have experience using computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. Administrative Assistants assist with the day-to-day operations of an office by doing tasks such as filing paperwork, answering phone calls, preparing documents for meetings, and managing the calendar of their supervisors.

SALARY: \$19.00 Hourly

REQUIREMENTS: Honorably discharged veteran and a resident of Clinton County. Must possess and retain a valid Ohio Motor Vehicle Operator's license and maintain a satisfactory driving record.

RESPONSIBILITY FOR ASSETS: Financial loss possible, but preventable through exercise of discretion and care.

EDUCATION: High School and/or vocational secretarial skills.

WORKING CONDITIONS: Normal light, heat, air and space in work place. Compliance with non-smoking policy of Clinton County.

DRUG TESTING: All applicants tentatively selected for employment are subject to urinalysis to screen for illegal drug use prior to appointment.

SUBMISSION: To request a *Clinton County Application for Employment*, contact the Veterans Service Commission (937) 382-3233. Submit your application to the Veterans Service Office, 43 S. Walnut Street or by email to rollins.jeffrey@clintoncountyohio.us by the application deadline.

This job description is not intended to be all-inclusive and may be changed at any time with or without notice. It is not a contract of employment, express or implied.

Job responsibilities may include other responsibilities as assigned by immediate Supervisor, Department Head or Elected Official.

Clinton County government is an Equal Opportunity Employer and does not discriminate based upon any protected class