

GUERNSEY COUNTY COMMISSIONERS
FULL TIME OFFICE ASSISTANT
JOB DESCRIPTION

OFFICE CORE VALUES

- Perform our duties with courtesy, respect, equality and fairness, in an accurate and knowledgeable fashion
- Maintain the highest standards of professionalism and ethics, in compliance with the governing rules and regulations
- Strive to improve the quality of our service to best serve the citizens of Guernsey County.

ESSENTIAL JOB FUNCTIONS

- Handle telephone inquiries in a courteous and helpful manner
- Convey information clearly and objectively
- File, retrieve and track files
- Develop a basic knowledge of the duties of the entire Commissioners' Office staff to cover vacancies due to illness, vacations, etc.
- Be able to accurately record and maintain minutes of Commissioners meetings and maintain confidentiality.
- The duties outlined above do not preclude or exempt the employee from performing other general office tasks as may be required.
- Demonstrate regular and dependable attendance and promptness.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow detailed instructions, both oral and written
- Ability to communicate effectively and convey information objectively with and to the general public and government officials.
- Ability to follow office procedures and perform general clerical duties (i.e. filing, copying, faxing, etc.)
- Ability to perform all duties in an organized and efficient manner.
- Knowledge of common office practices, procedures and equipment.
- Familiarity and proficiency with Microsoft Office Suite, including Word, Outlook and Excel
- Good Time management skills; work independently without supervision, perform a variety of duties and manage a variety of projects simultaneously.
- Pleasant personality and the ability to interact and maintain effective working relationships with fellow employees.

RESUMES SHOULD BE DIRECTED TO jdouglas@guernseycounty.org or mailed to:

The Guernsey County Commissioners
Attn: Jennifer Douglas
627 Wheeling Ave.
Suite 300
Cambridge, Ohio 43725

Resumes need to be submitted by November 8, 2024