



LORAIN COUNTY ENGINEER

KEN CARNEY, P.E., P.S.

JOB OPENING

Full Time: **Administrative Assistant**

Pay Grade: 13 Rate of Pay: \$24.00

JOB RESPONSIBILITIES: Under general direction, assists with the development of work procedures; provides assistance in administrative and complex clerical matters; assists with the development of agency policy; prepares complex reports; compiles and analyzes data; assists with the development of agency budget; performs complex secretarial and stenographic duties.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is: Completion of secondary education supplemented by coursework in office practices and procedures plus two years of office administration experience involving extensive public contact and complex secretarial responsibilities.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

40% (1) Assists with the administration of office business functions (e.g., trains and orients employees, supervises various office functions, assists with the development of new and revised agency policies, formulates and recommends for approval new and revised work procedures, assists with the implementation of new and revised agency policies and work procedures; provides functional supervision in matters related to accounts payable, etc.)

20% (2) Serves as liaison between agency and other county departments, various state agencies, vendors, and the general public; receives and resolves complaints; provides a variety of information regarding services, projects, and the overall operation of the agency; represents agency and official at various meetings, conferences, seminars and other official matters.

10% (3) Researches, compiles and analyze data, prepares reports and recommendations associated with agency business operations; prepares a variety of operational reports (e.g., gasoline utilization, vehicle maintenance reports, etc.); ensures that reports submitted to appropriate agency; ensures proper dissemination of reports and provides follow-up information associated with reports; maintains a variety of records.

10% (4) Processes all invoices for payment by Auditor; ensures receipt of supplies, equipment or other materials, prepares required documentation to initiate payment; receives checks from Auditor, ensures accuracy and disseminates payments; receives and responds to billing inquiries.

10% (5) Compiles fiscal data utilized in the development of the departments annual budget; reviews financial documents and statements to ensure accuracy; ensures that reimbursements are properly processed.

10% (6) Performs complex clerical duties of a confidential nature, types a variety of documents (e.g., correspondence, purchase orders, vouchers, memorandums, financial statements, etc.) schedules meetings and appointments, makes travel arrangements, maintains accurate files, etc.; enters and retrieves data from computer systems.

Site to apply and sign-up for this job posting is located at 247 Hadaway Street, Elyria, Ohio, in the Personnel/Payroll Officer's office between the hours of 8:00 am through 4:00 PM weekdays. This notice shall be posted from June 5, 2026 through June 11, 2026.

Lorain County Engineer Office is an Equal Opportunity Employer