



**Fiscal/Human Resources Office**

Scioto County Board of Developmental Disabilities  
2619 Gallia Street  
Portsmouth, Ohio 45662  
740-353-0636  
FAX: 740-354-5852

**NOTICE OF AVAILABLE POSITION**

**Human Resources Clerk**

**QUALIFICATIONS:** Associate Degree in Business Management or Human Resources or related field is preferred; at least 1-year work-related experience human resources is preferred and at least 1 year of working in a position with confidentiality requirements; ability to work cooperatively with stakeholders and agency personnel. Willing to become an Ohio Notary Public; demonstrated proficiency in Excel, Word is required. Knowledge of and demonstrated skills in: organization, time management, handling sensitive and confidential information, public relations and personal intercommunication and problem solving is required. Driver's license and reliable transportation needed. Must able to pass urinalysis drug screening and a criminal background check.

**JOB DESCRIPTION SUMMARY:** Provide general support to the Business Manager, Superintendent, and Administration. Manages the business functions of the Director of Human Resources office. Confidential secretary to the Director of Human Resources and the HR Dept. Handles correspondence, screens phone calls and visitors, schedules appointments. Makes travel arrangements for all staff for Board Business (i.e. Trainings, conferences, etc.). Oversees job posting process. Assists with screening applicants and conducting screening interviews. Coordinates all interviews agency wide, completes reference checks, reviews and helps complete new hire paperwork and coordinates onboarding training, processes Workers Compensation paperwork. Calculates paid leave time and tracks FML usage. Interviews applicants for county board substitute positions. Completes background checks for staff and providers as needed. Assists in the employee evaluation. Maintains Certifications records. Assists staff with application process for ODE and DODD certification. Processes all paperwork necessary for new hires, promotions, and separations. Maintains all position descriptions. Provides leave balances for staff upon request. Maintains Table of Organization and policy manual for Scioto DD. Assists with benefits administration. Manages and maintains personnel files, updates file data, processes other personnel matters as required. Assist with maintaining personnel files and background checks. Maintains timekeeping data and processes timesheets. May be asked to provide/participate in activities internal and external to the agency. Participates in and provides in-service training as may be required.

Working conditions may exist that are not such as normally exist in the occupation of the public employee such as exposure to blood borne pathogens, communicable diseases, potentially infectious materials, and/or aggressive behavior. As necessary, employee shall comply with safety rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules or Orders, through the utilization of protective equipment and decontamination techniques.

**HOURS:** Full time. 40 hours per week.

**SALARY:** Commensurate with experience and education; full benefit package.

**APPLICATION DEADLINE:** November 11, 2022 at 4:00 PM

**DATE OF POSTING:** November 2, 2022

**SEND COVER LETTER, RESUME AND APPLICATION TO:** Scioto County Board of DD, Human Resources Office, 2619 Gallia Street, Portsmouth, OH 45662, or apply by email: [sciotocountydd@sciotodd.org](mailto:sciotocountydd@sciotodd.org); or Fax: 740-354-5852. Applications will be emailed upon request or download it at [www.sciotocountydd.org](http://www.sciotocountydd.org) on the Job Opportunities page.

Supt Approval:  Date: 11/2/2022

The Scioto County Board of Developmental Disabilities is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, veteran's status, qualified mental or physical disability [except to the extent that physical ability to perform the job is a *bona fide* occupational qualification], political affiliation, parental status or genetic information. Individuals requesting any form of accommodation are encouraged to contact the Scioto County Board of DD.

Visit our website: [www.sciotocountydd.org](http://www.sciotocountydd.org).