

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Administrative Assistant / Receptionist – Part time
(Monday through Thursday 10am-4pm and Fridays 12pm-4pm)

SALARY RANGE: \$12.80 – \$19.65 (based on experience)

POSITION DESCRIPTION: Responsible for quality assurance checks of records as assigned. Provides receptionist duties for the agency. Serves as the receptionist in the Administration Building. Responsible for ongoing quality assurance checks of records as assigned.

DUTIES:

- 1.) Conducts ongoing quality assurance checks on the electronic files for individuals served and other areas as assigned.
- 2.) Serves as the greeter to welcome all guests at the Administration building. Answers telephone, directs calls and takes messages. Directs visitors to the correct area of the building. Distributes mail and faxes.
- 3.) Provides clerical support to the Behavioral Health and Investigations Manager.
- 4.) Assists with special projects as assigned.

RESPONSIBLE TO: Housing and Records Manager

HOURS: Monday through Thursday 10am-4pm and Fridays 12pm-4pm

QUALIFICATIONS: Must have a high school diploma

Competency is usually attained based on limited practice with a narrow set of tasks; some previous exposure to related work leading to a familiarity with routines and procedures customary to the job.

Experience with standard office equipment including computers with Microsoft Office and similar software for advanced computer use.

Ability to perform routine office duties (i.e. filing, answering phone, proofreading and operating clerical equipment.)

Able to use computers.

Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.

A valid Ohio driver's license is required, must maintain a driving record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.

Must provide proof of liability insurance on personal vehicles.

CONTACT: Jana McVetta, Director of Human Resources & Community Engagement
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385, Ext. 1290

DATE POSTED: August 28, 2026

**FINAL DATE FOR ACCEPTING
ACCEPTING APPLICATIONS:** September 1, 2026

****APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbddd.org.

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