

## NOTICE OF AVAILABLE POSITION

**POSITION TITLE:** Administrative Assistant – Records

**BEGINNING**

**SALARY RANGE:** \$17.21 - \$25.84 per hour – Salary based on related experience.

**POSITION**

**DESCRIPTION:** Responsible for electronic filing and file maintenance of records. Responsible for electronic filing and filing maintenance of records as assigned.

**DUTIES:**

1. Responsible for electronic records filing and file maintenance of records for SSA Client Files, Community Support Services (CSS), and Early Intervention. Updates the filing spreadsheet outline for each database listed and assists employees with locating documents in Doc Records.
2. Serves as backup to receptionist duties for the 2550 building. Assists with interoffice mail runs as needed.
3. Assists with special projects as assigned. Assists the Administrative Assistant SSA-Records with maintaining an adequate supply of current agency letterhead and maintaining an adequate inventory of office supplies for the CSS Department.
4. Participates in training and educational opportunities both at the agency and through other sources, including all statewide opportunities.

**RESPONSIBLE TO:** Director of Operations

**HOURS:** Typically, 8:00 a.m. - 4:00 p.m. Monday through Friday (Flexible to meet the needs of the agency.)

- QUALIFICATIONS:**
1. Two years of training beyond high school, such as an Associate's Degree, or thorough working knowledge of the procedures in a specialized field.
  2. Competency is usually attained based on seasoned practice with diverse tasks, mastery of primary and secondary activities and a broad background with most situations. Over one year through three years of experience preferred.
  3. Ability to work with people throughout the agency and the general public.
  4. Ability to relate to individuals, families and providers in a supportive manner.
  5. Ability to communicate effectively, both orally and in writing.
  6. Typing and Keyboarding skills.
  7. Organizational skills. General office skills.
  8. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.

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

**DATE POSTED:** April 8, 2026

**FINAL DATE FOR ACCEPTING APPLICATIONS:** April 17, 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@acbdd.org](mailto:hr@acbdd.org).

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