



## **Position Vacancy** **ADMINISTRATIVE ASSISTANT**

**Employment Status: Full-Time**

**Starting Rate: Commensurate to Experience**

**Hours: Monday thru Friday (30 to 36 hrs./week)**

**Office: Mercer County Commissioners**

### **RESPONSIBILITIES:**

In addition to regular and predictable attendance in the work place:

- 1) Clerical assistance: Schedule appointments; prepare and send agendas, notices and general correspondence; assist in preparation of journal resolutions, and create index of journal entries. Requires the ability to research and apply the Ohio Revised Code regulations to set bid/hearing dates, send notices, and to determine procedures for departmental purchase requests, etc.
- 2) Benefit Enrollment Assistant: Enter new members and enrollment changes into the health insurance enrollment portal; prepare and send benefit summary packages to new plan members. Monitor monthly premium bills for accuracy and clarify discrepancies. Bill other county agencies for their employer portion. Provide assistance to employees for escalated claim issues. As needed, assist with insurance projects.
- 3) Provide leadership to the Mercer County employee wellness program: coordinate committee meetings, schedule speakers and special events, communicate with partners and employees.
- 4) Records Management: File, maintain, and dispose of offices records in accordance with approved record retention schedules and update forms as necessary. Review all county offices' retention and disposal forms for compliance with State and local policy.
- 5) Perform other accounting and clerical tasks as needed (document revenue received, distribute mail, greet customers, etc.).

### **QUALIFICATIONS:**

Completion of High School education and two (2) or more years of experience in business/office administration. Post high-school education or training in a business-related field preferred, but not required. Must possess a strong knowledge of Microsoft Word and Excel software; demonstrate organizational skills, composition skills, and be attentive to detail. Knowledge of health insurance regulations and government structure is preferred but not required.

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Mercer County is an Equal Opportunity Employer M/F. **Qualified and interested applicants must complete and submit an application to [commissioners@mercercountyohio.org](mailto:commissioners@mercercountyohio.org) or send to:**

Board of Mercer County Commissioners  
220 W. Livingston St., Room A201  
Celina, OH 45822

Applications will be accepted until position is filled. Applications can be obtained online at [www.mercercountyohio.org](http://www.mercercountyohio.org) then click on Employment Application under Careers.

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