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## **Job Opportunity: Intermittent Administrative Assistant**

**POSTING DATE:** 7/25/2022 – 8/12/2022

**POSITION & PROGRAM:** Intermittent Administrative Assistant  
Early Intervention Department

### **POSITION SUMMARY:**

Provides intermittent administrative support to all departments of Miami County Board of Developmental Disabilities (Riverside). This position primarily serves the Early Intervention Department, however, may be assigned tasks by other department directors depending on the needs of the agency. Works cooperatively and maintains a pleasant attitude with staff, individuals, family members, providers and other community contacts. Maintains confidentiality of all information.

As an employee of the Miami County Board of Developmental Disabilities (Riverside), the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, cultures, values and family structures.

### **QUALIFICATIONS:**

High school diploma or equivalent; Demonstrated skills in Customer Service and Phone Etiquette; Technology skills including Microsoft Office Suite; Exceptional attention to detail and organizational skills; Working knowledge of office equipment; Satisfactory criminal background and Abuser Registry checks; Satisfactory pre-employment drug test; Possess valid driver's license; Ability to work independently; Must support Person-Centered Philosophy and Handle Multiple Tasks and Priorities. Must abide by Riverside DD's Code of Conduct and adopted values which can be viewed on the Riverside DD website at [www.riversidedd.org](http://www.riversidedd.org).

### **DUTIES:**

- Provide administrative support to the Early Intervention Department
- Assist with managing and organizing electronic and paper files
- Provide back-up support for other Administrative Assistants as needed or requested
- Complete requests from other Riverside Managers or Directors as requested
- Back up front desk coverage as needed
- Performs other related duties as assigned

**HOURS:** Part-Time 20 hours per week for approximately 1 year or Full-Time 40 hours for approximately 6 months, flexible between Monday – Sunday.

**SALARY:** \$12.00/hour or higher based on experience

**FLSA:** Non-Exempt from overtime

**BENEFITS:** OPERS Retirement, Sick Leave, Flexible Schedule

**TO APPLY:** Please submit applications/resumes by **August 12 , 2022**

Email careers@riversidedd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.332.3490

A Riverside application **must** be completed

Applications are located at [www.riversidedd.org](http://www.riversidedd.org) under the Careers tab

Riverside does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.