

JOB ANNOUNCEMENT

SHELBY COUNTY COMMISSIONERS (Equal Opportunity Employer)

JOB TITLE: Administrative Assistant/Human Resources Generalist – Full Time

SALARY RANGE: Salary commensurate with experience

JOB RESPONSILITIES: Under direction of the Clerk to the Board of Commissioners, performs various HR duties including, but not limited to, the following: Workers Compensation claims management, Wellness Program Coordinator, Safety Coordinator, EEO Coordinator, and organizing employee training schedules. Additional responsibilities include general receptionist duties such as preparing correspondence, scheduling meetings, assisting the public as needed, and updating the County's website.

QUALIFICATIONS: Completion of secondary education, with training in typing and office practices and procedures; plus a minimum of 3 months experience or equivalent. Experience in human resources preferred. Successful candidate must possess a valid Driver's License and is subject to a background check.

A complete Job Description and Application form are available on Shelby County's website at <https://co.shelby.oh.us/> under Public Info/Careers, or can be picked up at the Shelby County Commissioners' office, Shelby County Annex, 129 E. Court Street, Sidney, Ohio 45365. Office hours are 8:00 a.m. to 4:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

A properly completed application must be submitted to the Commissioners' Office by 12:00 p.m. on May 27, 2022. Inclusion of resume with application is encouraged.