

# MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

**DATE:** November 22, 2021

**DEPARTMENT:** EMA/LEPC & Coroner

**POSITION TITLE:** Administrative Assistant

**STATUS:** 35 hours per week – EMA/LEPC  
5 hours per week - Coroner  
Hours: 7:30 am – 4:30 pm (M-F)  
(Hours may vary beyond normal work hours during an Emergency)

**SALARY:** \$13.00 - \$15.00 per hour

**DEADLINES:** Inside/Outside applicants: December 3, 2021

**QUALIFICATIONS:**

- \*High School Diploma, GED or Equivalent
- \*Knowledge/experience of computer applications
- \*Customer Service experience
- \*Knowledge of general office equipment
- \*Pass all pre-employment screenings.
- \*Knowledge of EMA operations preferred.
- \*Ability to acquire a FEMA Professional Development Series Certification in EMA within 3 years of hiring

Performs secretarial duties for LEPC and EMA office. Answers phones, typing, filing, takes minutes for meetings, pay bills and other duties as assigned. Assists Coroner in filing of death certificates and other clerical support as assigned. Strong organizational skills, knowledge of computer programs including MS Word, MS Excel, MS PowerPoint, Adobe and the Internet. Must have good customer service skills and ability to communicate effectively, both orally and written. Must have the ability to multi-task in fast paced environment.

If interested, please send application and resume to:

Muskingum County Human Resources Department  
Attn: Pam Davis  
401 Main Street  
County Courthouse  
Zanesville, Ohio 43701  
Fax: (740)588-4300  
EOE