



### Administrative Assistant

The Clinton County Port Authority is seeking a regular full-time, hourly (40 hours per week) employee as an Administrative Assistant. The position incumbent will perform a variety of tasks under general supervision, including but not limited to: Scheduling appointments, responding to requests for information, composing memos and other correspondence, transcribing notes, taking and transcribing meeting minutes, assisting in the creation of reports and presentations, as well as conducting research.

This individual may generate and update reports, coordinate multiple projects simultaneously, prepare and monitor invoices and expense reports, and other duties as assigned. The individual may also assist with compiling and developing the annual budget. The role requires an individual who relies on experience and judgment to plan and accomplish goals.

Position requires at least a high school diploma with minimum of 4 years' experience in a similar or related role. A certain degree of creativity and flexibility, along with a customer service mindset, is expected.

Anticipated starting pay level is \$18 per hour, depending upon qualifications. The Port Authority is a public employer and this position will participate in Ohio Public Employees Retirement System. Paid sick leave, vacation, holiday pay and other benefits are in accordance with the Port Authority's guidelines and policies.

Interested individuals should submit a letter of interest with a resume detailing past work history, and three professional references, no later than August 2, 2019, to:

Beth Huber, Associate Director  
Clinton County Port Authority  
Wilmington Air Park  
1113 Airport Rd  
Wilmington, Ohio 45177  
Or, via email: [bhuber@ccportauthority.com](mailto:bhuber@ccportauthority.com)

*The Clinton County Port Authority is and equal opportunity employer and does not make employment decisions in a discriminatory manner based on race, color, religion, sex, national origin, sexual orientation, military status, disability, age, genetic information, ancestry, or any other class protected from discrimination by applicable federal, state, and/or local law.*