

Seneca County Board of Developmental Disabilities
780 E CR 20 * Tiffin, OH 44883 * 419-447-7521 * F: 419-448-5294

OPEN POSITION POSTING

July 21, 2026

Clerical Specialist (Community, Advocacy and Supports Department)
Hourly/Full-Time/Non-Exempt/Classified
Seneca County Opportunity Center

JOB DUTIES INCLUDE*:

Assist in the coordination and planning of self-advocacy activities such as monthly meetings, fund raisers, special events, and the annual Unity conference. Assist in coordination and planning self-advocacy activities and meetings by developing and maintaining communication to advocates, transportation coordination, notifying staff, families, individuals, and SSAs of events/meetings. Coordinate, assist, and attend if needed, with fundraisers, special events, and advocacy events/meetings. Maintain confidentiality and cooperative working relationships. This may include the direct supervision and/or transportation of individuals served. Assist with ACT Council meetings and maintain records for ACT Council finances that involve advocacy programs such as Unity, Aktion Club, STIR, etc. Assist with paying and coordination of payments from ACT Council accounts by communicating with ACT Council Treasurer. Assist with large fundraisers such as Palm Sunday Dinner meal and raffle sales. Maintain advocacy group finances. Order supplies as needed for advocacy groups. Establish and maintain department's records and files, financial accounts, rosters, reports, minutes, and other advocacy related information as directed. Utilize computer to type, generate and prepare program related reports, spreadsheets, brochures, forms, and letters. Copy and collate documents. Perform other related duties as needed, including annual SCOC training events. Fill in for the front desk receptionist as needed.

MINIMUM ACCEPTABLE QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or equivalent.
- Two years combined experience performing clerical, receptionist, and secretarial functions.
- Knowledge or experience utilizing computer hardware and software applications.
- State of Ohio passenger vehicle drivers' license and minimum liability auto insurance coverage.
- Must successfully complete a background check

COMPENSATION & BENEFITS:

- Starting hourly wage is \$16.50 or higher based on experience.
- Comprehensive benefit package includes medical, dental, vision and life insurance.
- Participation in Ohio Public Employees Retirement System (OPERS).
- Tuition reimbursement for continuing education.
- Vacation leave, sick leave, personal leave, paid holidays.
- Health Savings Account and voluntary wellness program.

INTERESTED APPLICANTS MAY APPLY BY APPLICATION, RESUME AND COVER LETTER TO:

SENECA COUNTY OPPORTUNITY CENTER
ATTENTION: TAWNY LEJEUNE
780 E. CR 20
TIFFIN, OHIO 44883

Or by email to
tjeune@senecadd.org

Applications accepted until position is filled.

*A complete job description is available upon request.