

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

OPEN POSITION POSTING

August 28, 2026

Substitute Clerical Specialist
Intermittent (as needed)
Seneca County Opportunity Center

JOB DUTIES INCLUDE*:

Answer and monitor communication equipment (phone, intercom, emergency call, bus base radio, doors). Utilize internal paging system and in-house radios to contact or direct staff; take calls from families; record phone messages as needed. Distribute incoming faxes. Provide clerical assistance to transportation department including, but not limited to: filing; copy and distribute faxes, phone messages or other information to drivers; daily attendance; update route sheets and bus route rosters; update goal sheets from current ISP/IP and distribute to transportation staff; update shared calendar to track subs scheduled. Provide clerical assistance to other departments as needed including but not limited to filing, copying, assembling packets, documents or mailings, collection of orders and funds for various events and fundraisers. Assist with lunch counts and tracking system for the School of Opportunity. Greet, screen, and issue badges to visitors; maintain a written record of visitors entering and exiting the building. Manage all incoming and outgoing mail and the postage machine. Receive/send and sign for medications transported by SCOC transportation staff, transfer to nurse. Perform other duties as needed.

MINIMUM ACCEPTABLE QUALIFICATIONS/REQUIREMENTS:

- High School diploma or equivalent.
- Knowledge or experience with computers and software applications including Word & Excel.
- One year experience performing either clerical or receptionist related functions.
- Must successfully complete a background check.
- State of Ohio passenger vehicle drivers' license and minimum liability auto insurance coverage.

COMPENSATION & BENEFITS:

- Hourly wage is \$16.50
- Participation in Ohio Public Employees Retirement System (OPERS).
- Sick leave

INTERESTED APPLICANTS MAY APPLY BY APPLICATION TO:

SENECA COUNTY OPPORTUNITY CENTER

ATTENTION: TAWNY LEJEUNE

780 E. CR 20

TIFFIN, OHIO 44883

Or by email to

humanresources@senecadd.org

Applications are accepted until position is filled.

*A complete job description is available upon request.