



Jackson Township

Franklin County, Ohio

Fiscal Officer
Ron Grossman

Board of Trustees
Stephen J. Bowshier
David E. Burris
Jim Rauck

Administrator
Shane W. Farnsworth

Executive Assistant

Job Description

Jackson Township, Franklin County, Ohio is seeking a highly-organized and detail-oriented individual with demonstrated experience. The Executive Assistant works in the Jackson Township Fire Department headquarters and is directly supervised by the Fire Chief. The Executive Assistant's work includes four essential areas; human resources, budgetary and fiscal management, medical billing, and record-keeping.

Major Responsibilities & Duties:

Human Resources

- Maintain employee training files
- Accept and manage employee applications
- New hire onboarding and orientation items
- Record keeping and certification management
- Annual employee physical exam scheduling and coordination
- Maintain current employee roster

Medical Billing

- Issue refunds
- Process reports
- Billing customer service issues
- Medicare audits
- Process EMS reports and billing statements as requested
- Invoice for special duty EMS coverage
- Assist with retention schedule adherence

Records Management

- Employee training CEU data entry and management
- Prepare training certificates and evaluations
- Process employee audits for the Department of Public Safety
- Enter and maintain general employee information
- Prepare fuel usage reports
- Generate purchase orders and blanket certificates
- Maintain clothing allowance balances
- Track and balance credit card usage
- Manage account balances for budget subdivisions

3756 Hoover Road - P.O. Box 517 - Grove City, Ohio 43123
Phone: 6147-875-2742 - Fax: 614-871-6456 - jacksontwp.org

General duties

- Answer phones
- Draft letters
- Make appointments
- Assist with department ceremonies and functions
- Miscellaneous secretarial duties as required

Qualifications and Education Requirements

Completion of associate core coursework in secretarial science or business office applications from accredited career school or community college; 12 months experience in secretarial/administrative professional field.

Or 30 months experience or 30 months training in secretarial/administrative professional field.

Preferred Skills

The ideal candidate should possess the ability to use and be proficient in the use of the Microsoft Office Suite. Must be able to learn and operate custom software packages utilized by the fire department, a general understanding of budgeting, purchase orders and billing procedures, and positive human relations and customer service skills.

Additional Notes

The Executive Assistant must foster and maintain a positive image for the Jackson Township Fire Department while interacting with the public and coworkers. The candidate will successfully obtain a certificate of Notary Public within the probationary period.

Compensation

Starting pay \$20.10 hourly

Full insurance package, including uniforms. Pension through Ohio Public Employees Retirement System (OPERS).

Employment applications can be found at the employment tab at www.jacksonswp.org

Completed applications can be emailed to Quincels@jacksonswp.org or mail to Jackson Township Job Opening, 3650 Hoover Road Grove City, Ohio 43123, or drop off at the same address between 8 am and 4 pm weekdays.

Jackson Township is an Equal Opportunity Employer