

Stark County
OhioMeansJobs
 822 – 30th Street N.W.
 Canton, Ohio 44709
 Phone: 330 433-9675
 Fax: 330 491-2650



Tuscarawas County
OhioMeansJobs
 1260 Monroe St., Suite 35
 New Philadelphia, Ohio 44663
 Phone: 330 364-9777
 Fax: 330 602-2858

Job Type	<input type="checkbox"/> Regular Employment <input type="checkbox"/> Alien Certification	<input type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Casual	<input type="checkbox"/> Domestic Work <input type="checkbox"/> Job Development	<input type="checkbox"/> Mass Recruitment <input type="checkbox"/> Statistical Placement
Job Title Temporary Administrative Assistant				
Job Description (you may attach your company job description and qualifications/requirements) We are seeking a Temporary Administrative Assistant who can start in May and will serve primarily in the Magistrate's office and Court Administrator's office; typing, customer service, scheduling, answering phones, performing annual court inventory				
Worksite Address 101 E High Ave. Suite 305				
City New Philadelphia	State OH	County Tuscarawas	Zip 44663	
Open Date 5/1/2019		Close Date 9/1/2019		
Minimum Hours Per Week 15	Maximum Hours Per Week 28	Minimum Salary \$9.00	Maximum Salary \$12.00	
Rate of Pay: <input checked="" type="checkbox"/> Hour <input type="checkbox"/> Year <input type="checkbox"/> Commission or Piece Rate		Does this position serve the oil and gas industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Job Openings 1		Experience Required (number of months) 0		
Duration (Please select one) <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time		OR Please provide tentative length of employment for the following: <input type="checkbox"/> Seasonal _____ <input checked="" type="checkbox"/> Temporary 3-4 months		
Employer Information				
Employer Name Tuscarawas County Court of Common Pleas, General Trial Division		Employer Contact Person Elizabeth W. Stephenson		
Company Address (if different from worksite address) 101 E High Ave		Suite 305		
City New Philadelphia	State OH	County Tuscarawas	Zip 44663	
Phone # (330) 365 Ext. 3299		Fax # (330) 602-8811		
Email Address stephenson@co.tuscarawas.oh.us		Federal Contractor <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Tell us how applicants are to apply with your company. Please choose A. or B. below				
A. <input type="checkbox"/> Apply Through OhioMeansJobs Centers - Includes prescreening of resumes or company applications - Applicants apply through our organization - Resumes can be sent to employer via fax or email Please check your preferred method <input type="checkbox"/> fax to _____ OR <input type="checkbox"/> email to _____		B. <input checked="" type="checkbox"/> Apply Directly With Your Company Your company name will be revealed <input type="checkbox"/> Apply in person <input checked="" type="checkbox"/> Send email to stephenson@co.tuscarawas.oh.us _____ <input type="checkbox"/> Phone calls to _____ <input type="checkbox"/> Send fax to _____		

Apply online at

Requirements

Required License, Certification, Credential or Registration:

Minimum Education Level or Degree Required

- None
- Grade Level Completed: _____
(no diploma)
- High School Equivalent or GED
- Technical/Vocational School

- Post-Secondary Degree
- High School Graduate
- Certificate of Attendance (disabled)
- College Years Completed _____
(no degree)

- Associates Degree
- Bachelors Degree
- Masters Degree
- Doctoral Degree

Lifting Capacity

- Light to 20 lbs.
- Medium to 50 lbs.
- Heavy to 100 lbs.
- Very Heavy – over 100 lbs.

Other Requirements or Restrictions

Pre Employment Testing

- Clerical Testing: typing/keyboarding
- Criminal Background Check

- Driving Record Check
- Drug Testing
- Employment Test: _____

Reference Check

Job Criteria

- Bondable
- Climbing
- Exposure to Extreme Temperature
- Extensive Push/Pull
- Extensive Sitting

- Extensive Walking
- Frequent Stooping
- Live at Worksite
- Mandatory Overtime
- Near Public Transportation
- Physical Examination

- Repetitive Movements
- Required to Use Own Car
- Required to Use Own Tools
- Will Accept Trainee
- Will Pay for Certification
- Will Provide On The Job Training

Work Days

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Work Shifts

- 1st
- 2nd
- 3rd
- Split
- Rotating

Benefits

- 401K
- Child Care
- Dental Insurance

- Educational Assistance
- Health Insurance
- Vacation

- Paid holidays
- Retirement Plan
- Other Than 401K

- Sick Leave
- No Benefits

Required Minimum Age

Drivers License Requirements

- Class CDL A B C D – Valid Driver's License

I understand that OhioMeansJobs Centers (operated by the Workforce Initiative Association) will receive information from applicants in an effort to fill this job order. OhioMeansJobs Centers will use information provided by individuals and by employers to match needs with required or requested skills. OhioMeansJobs Centers, however, will NOT verify information provided by applicants. Accordingly, employers remain responsible to verify information provided by applicants including education, work experience, licenses and certifications, references and background checks as would be normally done. In return for our services and in order for OhioMeansJobs Centers to meet placement standards established by the Department of Labor; I agree to inform you when a referral is HIRED by completing the Job Placement Information Form and returning it to OhioMeansJobs Centers.

Agree Disagree

Instructions:

The "Agree" box must be checked before submittal to OhioMeansJobs Centers.

If you have printed out this form and will be filling out the hard copy version with wet ink – then the box for "Agree" must be checked off with wet ink and your wet ink signature must be filled out below before submittal to OhioMeansJobs Centers.

Signature

Date

3/20/19

Printed Name

Elizabeth W. Stephenson

Job Title

Court Administrator