

## Administrative Assistant

### Hancock County Adult Probation Department

- Provides clerical support to the department; typing correspondence; proofing and preparing portions of various reports and correspondence.
- Answers incoming calls on multiple phone lines, receives and distributes incoming mail; word processing, etc.
- Prepares departmental forms and documents.
- Assists with CCIS data entry and troubleshooting.
- Responsible for departmental filing and document distribution.
- Assist Probation Office Staff as required.
- Assist Domestic Relations duties as required.
- Other duties as prescribed.
- High school graduate with three to five years of experience; or any equivalent skills, knowledge and abilities.
- Requires the ability to comprehend a variety of informational documents, court reports, invoices etc.
- Requires the ability to prepare requisition forms, financial statements, sentencing reports, probation reports, records and related documents and information, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Requires the ability to record and deliver information, to explain procedures, to follow instructions.
- Must be able to use and interpret legal terminology and language.
- Specific Projects as assigned.
- Requires the physical ability to operate a variety of automated office machines, which includes a typewriter, computer, photocopier, and drug testing device. Requires the ability to work under stressful and sometimes dangerous conditions.
- Work involves sitting most of the time, but may involve walking or standing for periods of time.
- Requires the ability to perform work which includes: climbing, carrying, pushing, pulling, lifting and overhead filing.

Job Type: Full-time

Experience:

- data entry: 1 year (Preferred)
- Administrative Assistant: 1 year (Preferred)

Education:

- High school or equivalent (Required)

Location:

- Findlay, OH 45840 (Preferred)

Language:

- English (Required)

Work authorization:

- United States (Required)

**Please email resumes to:**

Patrick Brzozka, Asst. Chief Probation Officer  
Hancock County Adult Probation

[ppbrzozka@co.hancock.oh.us](mailto:ppbrzozka@co.hancock.oh.us)

(419) 424-7085