

The Multi-Area Narcotics Unit (MAN Unit) is accepting applications for an Administrative Secretary. This is a multijurisdictional law enforcement task force with offices located in Defiance, Ohio. This position works a 40 hour work week with the ability to work a flexible schedule. Completion of secondary education or equivalent, plus work related experience in a legal office environment with specialized training in paralegal procedures, practices and technology is preferred. Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures. The applicant must possess good typing and computer skills with a strong working knowledge of Microsoft Office and Excel. Confidentiality in this position is a must.

Interested Applicants must submit an application and resume to:

Multi-Area Narcotics Unit
401 Greenhouse Avenue
Defiance, OH 43512



401 Greenhouse Avenue, Defiance, OH 43512
Phone: 419-782-8709 FAX: 419-782-9044

APPLICATION FOR EMPLOYMENT

The Multi-Area Law Enforcement Task Force is an equal employment opportunity employer and complies with the Civil Rights Act, the Americans with Disabilities Act and other legislation which prohibits discrimination in employment because of race, color, sex, religion, national origin, age, or physical and mental disability. Any applicant, who feels that they have been discriminated against in some manner, is encouraged to report the incident immediately to the ADA Coordinator, the Task Force Supervisor, or the Project Director.

This is the initial step in the selection process and it will help the Multi-Area Law Enforcement Control Board assess your qualifications, work history, experience and training. We will attach your resume; however, you must still complete this application form. If there is insufficient space available to adequately provide the information requested, you may use an additional paper and attach it to the back of this form. Please write legibly.

If you need assistance completing this form because of a disability, please request that the official provide someone to assist or you may request some other reasonable accommodation.

Information About You

Name _____

Current Address _____

Social Security Number (optional) _____ - _____ - _____

Date of Birth _____

Phone Number (____) _____ - _____

Have you been convicted of a crime? _____ yes _____ no

Have you ever been employed by Defiance County? _____ yes _____ no

Do you have any secondary employment that will continue if you are hired? _____ yes _____ no

If yes, List the nature of the secondary employment. _____

Are you a United States citizen? _____ yes _____ no

Your Employment History

Present or Most Recent Employer

Name of Organization _____

Type of Business _____

Business Telephone Number (____) ____ - ____

Job Title _____ Supervisors Name and Title _____

Dates of employment: Start _____ To _____

Your pay rate _____

May we contact your employer for a job reference? ____yes ____no

Reason(s) for leaving _____

Next Most Recent Employer

Name of Organization _____

Type of Business _____

Business Telephone Number (____) ____ - ____

Job Title _____ Supervisors Name and Title _____

Dates of employment: Start _____ To _____

Your pay rate _____

May we contact your employer for a job reference? ____yes ____no

Reason(s) for leaving _____

Your Education and Training

High School attended _____
Highest grade attended _____

College Attended _____
Highest year's attended _____

Degree or Certificates Achieved _____

Trade School Attended _____
Highest grade attended _____

Please attach any copies of diplomas, degrees or certificates achieved:

About the Job for Which You are Applying

You will be given a copy of the job description for the job for which you are applying. Please review the description so that you understand particularly the essential duties and qualification for the job. Proceed in answering the remainder of questions on this application form.

Can you perform the essential functions of the job (either with or without a reasonable accommodation)? _____ yes _____ no

Do you feel that you will need additional training in any areas to effectively perform the job?
_____ yes _____ no If so please explain:

Expected Hourly Rate _____ Do you want: Full-time _____ Part-time _____
If hired, when will you be available to begin work? _____

Applicant Signature

Please read the statement below, and upon your understanding and agreement, sign in the space provided. No application will be considered which is not signed.

In signing below, I am verifying that all of the information provided is complete, truthful and accurate to the best of my knowledge. I further understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. If I am hired, and the information provided on this application is inaccurate or incomplete, I understand that this may be sufficient cause for me to be separated from employment. I further understand that this position is an unclassified position and if employed I am an at will employee.

Applicant Signature _____ Date _____



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Job Description
Administrative Assistant Secretary

Board of Control Approved
Classification: Exempt
Reports to: Task Force Supervisor

Purpose of the Job

Under general supervision performs secretarial tasks, assists task force supervisor, and task force administrative officer with performance of administrative functions. Performs various clerical and typing duties, completes and records legal documents. Types documents, prepares records and reports and inputs data. Answers and directs telephone calls, electronic emails, and web site communications. Performs other related work as needed.

Essential Functions and Responsibilities:

Assists Task Force Supervisor and Task Force Administrative Officer with performance of administrative functions to include confidential office functions, such as maintaining files and bookkeeping of financial records.

Takes and prepares minutes of meetings possibly discussing confidential or sensitive subject matter.

Transcribe dictation, digital recordings, and statements into typewritten form.

Types and prepares documents, reports, notices, etc., reflecting confidential and sensitive subject matter. Calculates statistics used for preparing reports, prepares payroll documentation, prepares grant applications, and maintains grant reports as required by the Office of Criminal Justice Services.

Files, maintains and updates records, correspondence, notices, etc., of routine and confidential nature.

Receives and documents phone calls, complaints, or reports. Assists public in an official capacity for the Task Force Supervisor and Task Force Agents.

Will perform basic bookkeeping functions, i.e., collects fees for restitution, fines, and posts these financial data, balances, prepares vouchers, deposit these funds into proper bank accounts, while maintaining proper accounting registers

Operates office machines such as computer, typewriter, copier, calculator, and telephone.

Performs other related work as needed.

Knowledge, Skills, and Abilities

Ability to effectively handle multiple priorities, organizes workload, and meets deadlines.

Must possess good typing and computer skills, which include a strong working knowledge of Microsoft Office, Excel, and other bookkeeping software.

Ability to operate office equipment, including computer, typewriter, printer, copy machine, telephone system, facsimile machines, email, social media sites.

Ability to proof work and identify errors.

Basic knowledge of legal terms and fundamental understanding of components of the Criminal Justice System. Knowledge of Court policies, procedures and rules and the ability to make practical application to assigned functions.

Communicate effectively in both oral and written form, and speak effectively before small groups.

Maintain effective working relationships with associates, supervisors and the general public

Required Qualifications

High School diploma or equivalent.

Must be accessible to work outside normal working hours and upon short notice as required to assure constant availability to assist task force agents.

Must be able to work in outdoor climate assisting agents on search warrant inventories, and other confidential operations.

Paralegal, Secretarial or Office Management degree preferred. Completion of secondary education or equivalent plus work related experience in a legal office environment with specialized training in paralegal procedures, practices and technology is preferred. Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

Must possess a valid State of Ohio Driver's License and an acceptable driving record.