

BROWN COUNTY BOARD of DEVELOPMENTAL DISABILITIES

325 West State Street, Building A, Suite 2, Georgetown, Ohio 45121 Telephone: 937-378-4891 Fax: 937-378-3585

Date: April 29, 2026

Job Posting: Administrative Clerk

Position: Administrative Clerk – BCBDD Full Time – 8 hours / day

Qualifications: A minimum of a Bachelor's Degree or equivalent and two years training and/or related clerical and administrative experience, coordination of internal activities and utilizing computer software programs. Must have a valid driver's license with acceptable background checks.

Summary of Duties: Provide Administrative support to the Superintendent and Business Manager by assisting with daily operations, special projects, and delegated non-routine assignments. Responsibilities include supporting the implementation and development of programs and special projects, updating manuals and board materials, preparing memoranda and reports, serving as a liaison for the agency in public relations efforts, and assisting with preparation for monthly Board of Developmental Disabilities meetings. Coordinate services, supports, and billing for individuals and families through the Board's Family Support Services Program in accordance with Board policies, procedures, and applicable state laws and regulations. Assist the Business Manager with Title XX quarterly billing, payroll support, and invoice processing. Manage annual agency inventory, oversee upkeep of office equipment such as copiers and postage machines, and maintain office supply ordering. Answer incoming phone calls in a polite, professional, and helpful manner. Maintain and update the board of DD website and Facebook page to support community outreach and communication. Manage responsibilities related to Unusual Incidents (UI), including reviewing and investigating incidents reported to the Board office, identifying trends and patterns, collaborating with providers on prevention measures, notifying SSA staff of concerns and recommended actions, requesting and reviewing provider UI logs and annual analyses, and maintaining documentation of incidents completed by SSA staff.

Work Schedule: Flexible as needed, normally Monday through Friday, 8:00 a.m. to 4:00 p.m.

Application deadline: Until filled

Apply to: Brown County Board of DD
325 West State Street, Building A, Suite 2
Georgetown, Ohio 45121
Telephone: (937)3784891, ext. 228
Fax: (937)378-3585
Email: tkeller@browncbdd.org

Service & Support
Administration

Family Support
Services

Supported Living

Waiver
Administration

Early Intervention

The Brown County
Board of DD is an
Equal Opportunity
Employer