



Criminal Justice Academy Secretary

STARTING DATE: As soon as possible
REPORTS TO: Assigned Supervisor
WORK YEAR: 217-day work year based on Adult Ed schedule - 8 hours per day (pro-rated for 2025-2026)
SALARY RANGE: Appropriate step on the classified salary schedule (level II) - Commensurate with experience

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School diploma or GED. Post-secondary training is desirable
- Minimum three years of relevant work experience
- Highly motivated and confident self-starter with excellent planning, organizational and problem solving skills
- Excellent human relations skills with a demonstrated ability to handle challenging situations in a professional and calm manner
- Ability to multitask and prioritize workload to meet periods of peak demand using strong analytical ability
- Experience in collaborating across multiple stakeholders
- Demonstrate good character, honesty, professionalism, integrity, commitment and dedication
- Excellent computer skills with proficiency in office protocol and software (Microsoft Office Suite, DASL, Schoology etc.)
- Knowledge of modern office methods and equipment
- Occasional requirement to lift and carry office supplies and materials up to a maximum of 50 pounds
- Effective communication skills to convey and complete information; strong interpersonal skills
- Ability to understand and maintain confidentiality at all times
- Commitment to cross-training and on-going professional development
- Ability to provide leadership on projects and special events
- Must be skilled at collaborating with colleagues in a tactful, congenial, and personal manner to insure highest quality team effectiveness
- Proficient with technology and excellent skills in composition, spelling, and punctuation
- Ability to exercise good judgment and work independently or as part of a team in a common office environment
- Comply with drug-free workplace rules and board policies and documented evidence of a clear criminal record

RESPONSIBILITIES MAY INCLUDE BUT ARE NOT LIMITED TO:

- Perform secretarial and administrative support functions for assigned supervisor
- Provide support for Adult Education Public Safety programs
- Coordinate and provide clerical support for OPOTA academy requirements in collaboration with Commander
- Maintain database of all instructors
- Confirm qualifications and support ODE application for proper licensure
- Ensure all requirements and reports for student financial aid, ACCSC, VA, IPEDS, and OPOTA requirements are met
- Coordinate self-pay payments with appropriate district representative
- Assist with arranging for all graduation awards, ceremonies, and special events
- Perform tasks efficiently to meet deadlines
- Keep current with advances in technology and update office procedures as needed
- Monitor and maintain record keeping procedures to ensure a consistent standard for the accurate and timely collection, verification, recording, and retention of program data as assigned
- Maintain calendars/schedules as directed
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy in pursuit of District Goals and Mission
- Assist administration with coverage in areas of the building, including, but not limited to: hallways, cafeteria, nurses station, classrooms
- Maintain an acceptable attendance record and be punctual
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace at all times
- Perform other specific job-related duties as directed

DEADLINE: Open until filled
Visit <https://www.greeneccc.com/HumanResources.aspx> for instructions on the application process

Greene County Career Center
532 Innovation Drive
Xenia, OH 45385
www.greeneccc.com

Greene County Career Center hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, disability/handicap, citizenship status, or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law. GCCC has a Section 504, Title VI, and Title IX coordinator.

Posted: 10.20.25