



Morgan Soil and Water Conservation District
167 S. Kennebec Ave.
McConnellsville, OH 43756
740-962-4234

Morgan Soil and Water Conservation District Administrative Assistant Job Description

Job Title: Administrative Assistant

Job Type: Full Time- 35 hours a week

Schedule: Monday-Friday 8:00 am - 3:30 pm

Location: 167 S Kennebec Ave., McConnellsville, OH 43756

The Administrative Assistant is responsible for performing a variety of secretarial and clerical duties for the Morgan Soil and Water Conservation District, including maintaining records and files, performing telephone and receptionist duties, scheduling appointments, producing monthly Board minutes, receiving and distributing the mail and preparing replies. He/she will distribute information about conservation programs to the general public by means of the District Newsletter, Facebook, newspaper, flyers, etc.

The employee reports directly to the Board of Supervisors and shall be subject to carrying out duties assigned by the Board. The administrative assistant will be responsible for developing his/her daily, weekly and monthly schedules with a minimum of assistance. Schedules will be coordinated with other district personnel at staff meetings.

The employee is subject to the guidance and assistance of the ODA Division of Soil & Water Conservation and the USDA Natural Resource Conservation Service (NRCS).

Key Responsibilities

- Maintain organized records in accordance with retention policies
- Assist with data entry, filing, and document management
- Perform general office duties and other tasks as assigned
- Perform accounts payable functions
- Process and track various forms and submissions, including:
 - Payroll-related forms
 - Vendor forms (W-9s, payment documentation)
 - Internal administrative forms

Qualifications:

- Must have a high school diploma.
- Prior office, clerical, accounting, or government experience preferred
- Ability to use Microsoft Excel for data entry and basic spreadsheet management.

- Strong attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines
- Ability to maintain confidentiality
- Must attend established work hours, evening and/or day Board Meetings, and on occasion: evening, Saturday functions/meetings.
- Must work with Federal, State, and local government entities; businesses, landowners and land users and farmers
- Must have valid Ohio driver's license, current applicable automobile insurance, and the ability to operate motor vehicles, being expected to drive in the performance of duties and execution of responsibilities.

Compensation and Benefits:

- Participation in the Public Employees Retirement System (PERS)
- Health insurance (as administered by the Board of County Commissioners)
- Paid leave per county policy

Work Environment and Physical Requirements:

- Office environment with frequent interaction with the public.
- Requires sitting for extended periods, occasional lifting of files or documents (up to 25 lbs).
- Use of computers, printers, and standard office equipment and software.

Application Process:

Interested applicants should submit a resume to:

Morgan Soil and Water Conservation District
167 S. Main Kennebec Ave
McConnelsville, Ohio 43756

Or Email morganswcd@gmail.com

Resumes will be accepted until Monday September 14, 2026