

J O B O P P O R T U N I T Y
C I T Y O F M A N S F I E L D , O H I O

ORDINANCE 19-008

POSTING DATES: 09/12/19
DEADLINE DATES: 09/19/19

ADMINISTRATIVE ASSISTANT

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the **SAFETY SERVICE DEPARTMENT**:

POSITION

ANNUAL SALARY RANGE

Administrative Assistant

\$28,000 - \$53,100

GENERAL STATEMENT OF DUTIES:

Under supervision of the Safety Service Director, provides administrative services through typing of technical and confidential material, data entry and clerical tasks; provides preliminary contact with the public in person and by answering telephones; organizes and maintains records, receives money for various permits and fees.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Performs typing, clerical, and data entry tasks, related miscellaneous duties;
Composes correspondence, responds to routine correspondence independently, proofs and corrects;
Provides preliminary contact with general public, employees; screens calls, applicants and visitors;
Compiles and prepares reports;
Performs related duties as required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of (1) public relations, (2) office practices and procedures; (3) skills in all applications of Microsoft Office and other computer based programs and data entry; (4) ability to deal with problems involving several variables in a familiar context, (5) compose letters and minutes reflecting standard procedure (6) gather, collate, and classify information about data, people or things according to established method, (8) handle sensitive telephone and face-to-face inquiries and contact, (9) maintain confidentiality, (10) get along with other fellow employees. Regular and punctual attendance is required, (11) Handling overflow of calls.

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of a standard high school course, including or supplemented by courses in computers, typing, data entry, business school training; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Computer experience an asset.

YOU MUST POSSESS A VALID OHIO DRIVER'S LICENSE.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCE DEPARTMENT. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY." 9/19 (SSD 2-A)