

Posted: 6/3/2024

City of Deer Park, Ohio

Receiving employment application through July 3rd, 2024. Send to: Janet Kelly [jkelly@deerpark-oh.gov](mailto:jkelly@deerpark-oh.gov), or City of Deer Park 7777 Blue Ash Rd, Deer Park, OH 45236.

FOR: Front office, administrative assistant

30 hours/week (max), starting at \$17.00 - \$19.50 DOQ

The City of Deer Park is an Equal Opportunity Employer. *(All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.)*

*NOTE: this is a state pension covered position (OPERS), it is not covered by social security.*

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### ADMINISTRATIVE ASSISTANT GENERAL STATEMENT OF DUTIES:

Performs a wide variety of clerical and general administrative assistance often of a confidential nature; coordinates or oversees assigned administrative duties and activities; may conduct research, surveys and studies to assist the City Manager and other management staff; and other appropriate duties as assigned by or through the City Manager.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class carries out a wide variety of routine and complex assignments. The Administrative Assistant performs a support function throughout the entire organization by relieving the City Manager and other management staff from some routine administrative work.

The employee serves to free valuable time for the City Manager and management staff and therefore must carry out assignments with some degree of independence and limited supervision and direction. The employee in this classification must have excellent public relation skills and a working knowledge of modern office procedures, technology and equipment.

#### **EXAMPLES OF DUTIES:** (Illustrative only)

- Performs general clerical duties such as filing, word processing, copying, answering telephone, etc.
- Assists in the timely and accurate preparation, distribution and posting notice/legal advertising of materials for City Council meetings and/or hearings.
- Drafts, prepares, and edits routine correspondence, newsletters, press releases and reports as directed.
- Demonstrates a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees, Council, and the public.
- Provides backup support to the Tax Clerk, Finance Director, Zoning and Building Departments, social media, also provide information for public information as needed to be disseminated, and/or other management staff and/or other departments.
- Provides highly confidential administrative support to the City Manager or other members of the executive leadership team and management staff.

- Assists in the recording, filing, and retrieval of documents and records.
- Assists in the transcribing of meeting proceedings.
- Attends meetings and hearings as directed.
- Assists in research and analysis of projects, programs, and services as assigned.
- Assists with the citizen response tracking system.
- Will be in front desk receptionist and other customer service responsibilities.
- Performs other duties as assigned or requested.
- o Prepare building and zoning permits & notices of zoning hearings and meetings

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong organizational skills. Ability to read, understand, and interpret a variety of laws, policies, contracts, manuals; to compose reports, correspondence, minutes and legislation; to follow both verbal and written instructions; to formulate/implement routine administrative procedures; to do research and prepare concise but complete reports in well-organized form; to analyze administrative and operational problems and develop and present sound conclusions and recommendations; to speak and write effectively; to deal with diverse groups of people and situations; to establish and maintain effective relationships with other employees and the public, to exercise tact and courtesy when dealing with the public; knowledge of City government, its functions and operation; knowledge of principles of business letter writing and procedures of record keeping; time and resource management; English language usage, spelling, grammar and punctuation; current office practices and procedures; maintain confidentiality and exercise discretion; and neat personal appearance.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry materials weighing up to 25 pounds; vision to read printed materials and a computer screen: and hearing and speech to communicate in person and over the telephone.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

#### **Required:**

Graduation from high school/GED; experience involving records management, website management and technical and/or legal document preparation; plus five years of responsible administrative experience; experience working with the public; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must be bondable and have a valid driver's license.

#### **Preferred:**

Associates degree in business administration or closely related field; registered notary public; and seven plus years of progressively responsible administration experience, preferably within a municipal government setting.