

JOB DESCRIPTION
City of Hillsboro
An Equal Opportunity Employer

<u>Title</u>	Administrative Assistant II/Building Department
<u>Reports To:</u>	Administrative Assistant I
<u>Employee Status:</u>	Full-time
<u>FLSA Status</u>	Non-Exempt

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Minimum two (2) years' experience as office clerk, receptionist, or administrative assistant.
3. Ability to type fifty (50) words per minute with ninety percent (90%) accuracy
4. Working knowledge of Microsoft Office programs, specifically Word, Excel and Outlook.
5. Ability to operate copier, fax, printer, calculator.
6. Must have valid Ohio driver's license.
7. Must be Notary Public or obtain commission within 6 months of employment

GENERAL DESCRIPTION:

Under direction, answers calls, transferring to appropriate staff members; meet and greet public at front desk; responds to inquiries from public, forward to appropriate department; perform duties as assigned by Mayor/Safety Service Director and/or Administrative Assist I; performs general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing; receives and maintains legal notices to the City, forward them to proper personnel and track their progression; update, develop, maintain, permits, licenses, personnel files, proclamations, legal notices; maintain office supplies, schedule repairs to office equipment, receive mail; label and record office inventory; schedules appointments, coordinate multiple calendars; maintains strict confidentiality in all administrative matters; supports City departments when needed; creates and modifies documents created with all Microsoft Office programs; updates and monitors social media platforms and assists in creation and implementing city events, maintain permits and all documents and reports necessary for the building department at the direction of Chief Building Official, Safety & Service Director and Administrative Assistant I, maintain financial records for administration departments by means of purchase orders, receivings and publications.

ESSENTIAL FUNCTIONS:

1. Performs administrative duties (e.g. types, requisitions, prepares correspondence, invoices, budget request, statistical reports, forms, labels, permits, and other documents.
2. Interacts and maintains records of residents' and businesses' concerns by contacting affected departments for solution through work orders with Street and Water departments and ordinance violations with Police Department.
3. Receives, prepares and maintains various legal documents (e.g., specification books, bid advertisements; permits, legal notices, notices to bidders, return of bonds.)

4. Responsible for maintaining records of lawsuits and possible lawsuits and claims against the City, notifying insurance and providing any additional information needed to them.
5. Maintain Administration and personnel files, permits, licensees, inventory, park reservations, State Purchasing Audits, proclamations, safety audits, petty cash, legal notices, bids, returns of bonds, inter-office telephone and information books, and holiday schedules.
6. Carry out detailed but basic written or oral instructions.
7. Deal with problems involving several variables within familiar context; define problems, collect data, establish facts and draw valid conclusions.
8. Perform basic accounting procedures.
9. Type accurately and recognize grammatical and spelling errors.
10. Respond to inquiries from public and/or officials.
11. Communicate and write effectively.
12. Maintain records according to procedures.
13. Develop and maintain effective working relationships while maintaining confidentiality.
14. Prepare safety audits for all departments.
15. Prepare State Purchasing Audits for all departments.
16. Operates and maintains office machines (e.g., computer, copier, typewriter, engineering copier, calculator, Lenox, telephone, etc.).
17. Arrange appointments and schedules for City officials as directed.
18. Maintains organization and security of data, compiles data for preparation and prepares periodic or other special reports.
19. Posts updates, and balances financial ledgers, books, cards, journals, or other accounting instruments.
20. Calculates amounts to be collected and disbursed, invoices, purchase orders.
21. Reviews, verifies, maintains, and corrects receipts, warrants, invoices, expense reports, journal entries, or other accounting reports and documents.
22. Gathers, compiles, calculates, prepares and maintains detailed and routine financial and statistical records, reports, summaries, and other worksheets; make recommendations.
23. Clerk/Assistant for Building Department
24. Ensures proper maintenance and repair of equipment.
25. Prepares narratives for community publications.
26. Maintain City Web site and Facebook page
27. Knowledge of city code of ordinances, zoning, building code, etc
28. Research and report on any special project as assigned.
29. Obtain and maintain Notary Public title.
30. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.
2. Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: City policies and procedures; administrative goals and objectives; simple accounting; public relations; office practices and procedures; English grammar and spelling; records management, social media

Skill in: Use of computer, fax, copier, scanner

Ability to: Carry out detailed but basic written or oral instructions; deal with problems involving several variables within a familiar context; define problems, collect data, establish facts, and draw valid conclusions; perform basic accounting, copy material accurately and recognize grammatical and spelling errors; communicate effectively; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; maintain confidentiality.

EQUIPMENT OPERATED:

Computer, printer, fax machine, adding machine, scanner, shredder, copier.

**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS
INHERENT IN THIS JOB DESCRIPTION:**

The employee must negotiate, use, or work with or in the vicinity of: NA

GENERAL DUTY: SAFETY AND HEALTHFUL WORKPLACE

The employee:

1. Has contact with potentially violent and/or emotionally distraught persons.

PERFORMANCE EVALUATION:

Per the City of Hillsboro's contract and/or policy manual.

This job description in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instruction and perform any duties required by the position's supervisor, Safety Service Director, or Mayor.

Approved by Mayor of Safety Service Director

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

Employee's Signature

Date