

## **JOB DESCRIPTION**

### **City of Hillsboro**

An Equal Opportunity Employer

**Title** Administrative Assistant II/HR

**Reports To:** Administrative Assistant I

**Employee Status:** Full-time

**FLSA Status** Non-Exempt

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### **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. Working knowledge of all social media platforms
6. Ability to operate copier, fax, printer, calculator
7. Must have valid Ohio driver's license

### **GENERAL DESCRIPTION:**

Answer calls, transferring to appropriate staff members; greet public at front desk; respond to inquiries from public and forward to appropriate department; perform duties as assigned by Mayor/Safety and Service Director and/or Administrative Assistant I; perform general clerical duties to include but not limited to photocopying, faxing, mailing, and filing; maintain permits, licenses, proclamations, legal notices; maintain office supplies and schedule repairs to office equipment; receive, sort, and distribute mail; label and record office inventory; maintain strict confidentiality in all administrative matters; support City departments when needed; create and modify documents created with Word and Excel; update and maintain all social media sites.

### **ESSENTIAL FUNCTIONS:**

1. Perform administrative duties (e.g. typing various documents, updating Excel spreadsheets, updating all social media sites)
2. Interact and maintain records of citizens' concerns by contacting affected departments for solution through work orders
3. Carry out detailed but basic written or oral instructions
4. Perform basic accounting procedures
5. Type accurately and recognize grammatical and spelling errors
6. Respond to inquiries from public and/or officials
7. Maintain records according to procedures
8. Develop and maintain effective working relationships while maintaining confidentiality

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9. Operate and maintain office machines
10. Ensure proper maintenance and repair of equipment
11. Provide receipt of payments and collect water office fees when needed
12. Research and report on any special project as assigned
13. Demonstrate regular and predictable attendance
14. Perform basic HR duties, such as creating employee id's, keep track of employee birthdays, city building keys and fobs, coordinate and assist with other employee and city related events, maintain the city Marquee
15. Knowledge of city code of ordinances, zoning, building department, etc

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Perform other duties as assigned by supervisor.

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

**Knowledge of:** Public relations; office practices and procedures; English grammar and spelling; records management; social media platforms

**Skill in:** Use of computer, typewriter, copier, fax machine, 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:

1. Must be able to lift 25 pounds

### **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.

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Paid Holidays, 4 Personal Days, PERS, Health-Dental-Vision- Life Insurance, Vacation and Sick Time.

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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.

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Approved by Mayor or Safety and Service Director

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Date

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

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Employee's Signature

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Date