

**City of Hillsboro**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 1 of 3

<b>Employee Name:</b>		<b>Dept./Div.:</b>	Administration / Building
<b>Position Title:</b>	Administrative Assistant II / Building Department	<b>Reports To.:</b>	Administrative Assistant I
<b>Civil Service Status:</b> Classified		<b>Class Title:</b>	Not Assigned
<b>Employment Status:</b> Full-Time		<b>Class Number:</b>	Not Assigned
<b>FLSA Status/Pay:</b> Non-Exempt		<b>EEOC Job Group:</b>	Office & Clerical

**QUALIFICATIONS:** An example of acceptable qualifications (at least one of the following):

- Completion of high school education or GED; and
- 2 - 3 years experience.
- Any combination of education, training and/or experience equivalent to the minimum qualifications stated above.

**LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess and maintain a valid State of Ohio vehicle operator's license, must be Notary Public or obtain commission within 6 months of employment.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:  
personal computer, printers, copier, telephone, and other standard business office equipment, motor vehicles, laminator, Microsoft Office, iWorQs, Beacon, Canva.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to potentially violent or emotionally distraught persons, crowds, uses or works in proximity to the use of firearms.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

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Page 2 of 3

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

1. Manage permit processes by inputting data into iWorQs; send permits to Warren County Building Department; contact contractors upon approval; schedule inspections; conduct research related to permits; maintain records of permits and inspections; update files and purchase orders; perform administrative duties related to permit management.
2. Provide customer service by answering phones; interact with residents and businesses to address concerns; maintain records of interactions; conduct community correspondence; prepare and maintain various legal documents; manage records of lawsuits, possible lawsuits, and claims against the city.
3. Maintain administration and personnel files; prepare safety audits for all departments; ensure compliance with safety standards; review and approve time records or reports; update and manage records related to employee attendance and performance.
4. Meet all job safety requirements and all applicable safety standards that pertain to essential functions; must demonstrate regular and predictable attendance; maintain required licenses and/or certifications.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Performs other related duties as required.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*Indicates developed after employment)

**KNOWLEDGE OF:** basic accounting, goals and objectives, policies and procedures, Federal, state, and local laws and/or regulations, public relations, media relations, office practices and procedures, English grammar and spelling, records management, agency goals and objectives\*, agency policies and procedures.\*

**SKILL IN:** data entry, computer operation, use of modern office equipment and software, critical thinking, judgment and decision making.

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Page 3 of 3

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**ABILITY TO:** define problems, collect data, establish facts, and draw valid conclusions, carry out and interpret instructions, prepare routine correspondence, respond to routine inquiries from public and/or officials, communicate effectively, perform basic accounting, copy material accurately and recognize grammatical and spelling errors, maintain records according to established procedures, develop and maintain effective working relationship, demonstrate professionalism, maintain confidentiality, apply management principles to solve agency problems.\*

**POSITIONS DIRECTLY SUPERVISED:** None

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed all the pages of my position description, and that I understand the contents.

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date