



Affirmative Action Committee
Marion City Hall
233 West Center Street
Marion, Ohio 43302

July 16, 2021

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Marion City Auditor's Office**.

Administrative Assistant - It is a full-time position with a starting hourly rate of \$17.71/hour. A Job Description is attached.

- Note:**
- Must be proficient with Microsoft Office products, have excellent customer service skills, good problem-solving and math skills, as well as some general accounting experience preferred.
 - Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, July 19, 2021 at 8:00 am
Application Closing Date/Time: Friday, July 30, 2021 at 1:00 pm
Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
- OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

A handwritten signature in black ink that reads "Janell O'Neil".

Janell O'Neil
City of Marion

Attachment

cc: Committee Members	Public Works Director	Auditor	IT	Probation
Support Data List (AA)	HRAA - O'Connor	Council	Law Director	Senior Center
Mayor	HRC - Mayes	Engineering	Municipal Court	Transit
Safety Director	City Hall - 3 Floors	Fire Dept - 3	Parks	Utility Billing
Service Director	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

Job Title: ADMINSTRATIVE ASSISTANT
Department:
Reports To:
FLSA Status: Non-Exempt Non-Bargaining Grade 19
Prepared By: Human Resources
Prepared Date: 07-03-08

SUMMARY: Assists executive personnel with administrative and secretarial duties. Often works independently, exercising judgement in the application of prescribed procedures and methods.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned.

- Prepares requisitions for purchase of supplies and equipment for the department.
- Greets visitors, ascertains nature of business, assists if possible or refers to appropriate department.
- Reads and routes incoming mail attaching appropriate file; makes copies of printed materials; prepares outgoing mail and correspondence, including e-mail and fax, composes and types correspondence; conducts research and compiles and types statistical reports.
- Coordinates/arranges meetings, prepares agenda, reserves facilities; records some of the meetings as requested.
- Organizes and maintains file system; files correspondence and other records; maintains inventory of supplies; sorts and distributes mail daily.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); minimum of (2) years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to speak clearly and effectively present information and respond to questions from supervisor, City officials, peers and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, count money and make change.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

Computer Skills: Should have knowledge of and skill in using the internet; spreadsheet and word processing software.

Other Skills and Abilities: Good judgement, confidentiality, English language and grammar proficiency and professional courtesy. Good knowledge of City policies and procedures.

Certificates, Licenses, Registrations: Professional Secretary Certification or other secretarial training preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; occasionally required to climb or balance and stoop, kneel, crouch, or crawl; occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include: close, distance, color and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.