City of Ontario, Ohio

Position Description

An Equal Opportunity Employer

Title: Office Personnel

Department: Administration

Pay Grade: Hourly

FLSA Status: Non-Exempt

Supervisor: Service Safety Director

Classification: Classified - Full Time

Job Duties and Responsibilities:

- The Office Personnel Position shall assist the Mayor, Service-Safety Director, Clerk of Court, Water & Sewer Clerk, Clerk of Council, Law Director, Treasurer, Income Tax, and Recreation Director by providing administrative support.
- Perform general office duties to include, but not limited to, mailing, answering telephones, data entry, and copying.
- Assist customers at the service window.
- Prepares documents, as directed by the Mayor and Service Safety Director.
- Assist Clerk of Council by attending Council meetings, committee meetings, and various boards and commission meetings as needed.
- Receive and protect confidential information.
- Prepare Board of Control minutes and attend meetings as needed.
- Sort and distribute mail.
- Keeps informed of City policies and procedures.

- Must possess and maintain valid Ohio driver's license.
- Maintains regular and predictable attendance.
- Performs any other related duties as required.
- Must be able to work well with other employees, follow directions, and practice safe work habits.

Requirements

- A high school diploma or equivalent is required.

Physically Demanding Working Conditions

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

This position description in no manner states or implies that these are the only duties and responsibilities that are required of the Office Personnel position.