

## **Administrative Assistant/Zoning Clerk**

### **Job Description:**

Under the supervision of the Mayor, assists in routine clerical tasks including data entry, sorting and distributing mail, answering telephones, providing customer assistance, process zoning permits, and other various record keeping.

### **Essential Duties and Responsibilities:**

- Open, log, and distribute mail
- Answer phones
- Process zoning permits
- Assist the Mayor, Code Enforcement Officer, and Village Planning Director
- Schedule reservations for use of the community room
- Post meeting notices
- Room set up for various meetings
- Transcribe Village Council and Planning and Zoning meetings
- Attend Village Council and Planning and Zoning meetings
- Order office supplies
- Update cloud based record storage
- Keep pool records and assist Pool Manager with updated lists
- Process public records requests
- Maintain library of meeting recordings
- File meeting minutes
- Maintain property files
- Collect payments from citizens and write receipts
- Assist with Mayor's Court
- Other duties as may be required or assigned, including assisting other departments to achieve assigned tasks

### **Required Knowledge, Skills, and Abilities:**

- Ability to read, analyze, and understand various directives and correspondence in the English language
- Demonstrated proficiency in Microsoft Office software products
- Ability to learn new computer software programs as needed
- Working knowledge of modern office practices and procedures
- Ability to alphabetize, file, and maintain critical files
- Ability to type/keyboard accurately at a minimum of 50 corrected wpm
- Skill in operating office equipment
- Strong spelling and grammatical background with ability to write clear and accurate reports and correspondences
- Report to work on time and maintain consistent and predictable attendance

**Desired Knowledge, Training, and Experience:**

- High School diploma or GED
- One year experience in an office setting
- Valid Ohio driver's license

**Physical Demands:**

While performing duties of this job, the employee is frequently required to sit, talk, and hear. The employee is often required to walk and handle or operate office tools and equipment.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

**Responsibility of Public Contact:**

Frequent contact with the public requiring courtesy, discretion, and sound judgment.

**Work Environment:**

Work is performed primarily in an office setting.