



ADMINISTRATIVE ASSISTANT

The City of Springdale Building Department is accepting applications for the full-time position of Administrative Assistant. Candidates for the position must:

- Be at least eighteen (18) years of age and eligible for employment in the U.S.
- Possess a high school diploma or G.E.D. equivalent
- Have at least one (1) year of experience in a customer service position and at least (3) years of progressively responsible experience in an administrative support position
- Post high school education in word processing, spreadsheet, and database software
- Exceptional interpersonal and communication skills to handle phone calls and to coordinate information
- Ability to take shorthand notes and transcribe from voice recordings
- Ability to understand construction, engineering, and technical terminology in relation to permit requirements and variances
- Ability to learn about Building Department operations and personnel in order to answer questions, provide information, and property route visitors and callers
- Ability to use word processing, spreadsheet, and database applications for generation of reports, budgets, and other documents

The starting pay for this position is \$21.55 per hour with a comprehensive benefits package and state pension. This position is open until filled.

Application packets are available for download on the City of Springdale website at <https://www.springdale.org/publicfiles/2020%20Employment%20Application.pdf> or may be accessed using the QR code below. Once completed, application packets may be submitted via email to human-resources@springdale.org OR in person at the Springdale Municipal Building between the hours of 8:30am and 4:30pm, Monday through Friday.

A first review of applications will occur on Wednesday, August 10, 2022.



Springdale is an Equal Opportunity Employer

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