

PUBLIC NOTICE

The City of Barberton Civil Service Commission will be accepting resumes for the position of a full time Administrative Assistant II for the Police Department.

Job description includes, but not limited to: performing general secretarial and clerical tasks, compiling statistics, records and reports for the departments operations, fiscal and general accounting functions, proficient operations of business office equipment. Performs other duties as required for the efficient operations of the department.

Minimum eligibility requirements: must have high school diploma or GED supplemented by general business and secretarial courses, must have at least five (5) years secretarial experience working with Microsoft office, including proficiencies in Word and Excel. Candidates must have good communicating skills both verbal and written. Applicants must be and remain a non-smoker.

Position falls within non-bargaining pay grade 3 with current minimum of \$29,120.00 and maximum of \$40,768.00. Benefits include medical/prescription/dental/optical and life insurance, paid sick leave accrual, paid holidays, paid vacation after first year and Public Employees Retirement System.

Eligible applicants will receive extra credit for: prior Military service (20%), Minimum of one (1) year Barberton residency (5%), prior employment with City of Barberton (0.1) point per full month of employment.

Applicants will be subject to background checks, oral interviews, and such other examinations relative to the position. Interviews will be conducted for top ten applicants. Please send resume with references to Barberton Civil Service Commission, 576 W. Park Ave. Barberton, Ohio 44203 by January 18, 2011. For more information you may call 330-848-6710.

EQUAL OPPORTUNITY EMPLOYER