

# **CITY OF GROVE**

## **JOB OPENING NOTICE**

**DEPARTMENT:** ADMINISTRATION

**POSITION:** FULL-TIME ADMINISTRATIVE ASSISTANT

**APPLICATION DEADLINE:** SEPTEMBER 29, 2023

**REQUIREMENTS:** Applicants must have a high school diploma or equivalent. customer service skills, experience with Microsoft Word, Excel and Outlook, and must have a high level of integrity. Familiarity with Grove and Grand Lake is helpful. Selected applicant must pass mandatory drug screen.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Assist and direct walk-in and phone customers to the appropriate department
- Handle cash, checks, debit and credit card transactions
- Assist customers with utility bill payments
- Assist customers with Garage Sale Permits
- Assist customers with purchasing animal license and tags
- Assist customers with Certificate of Compliance
- Assist customers with scheduling events at the Event Center and Community Center
- Assist customers with scheduling events at the Sports Complex and other city parks
- Assist customers with reporting Street Light Outages
- Assist customers with reporting downed signs
- Assist customers with Code Enforcement Complaints
- Assist customers with purchasing pavers for the Veteran's Memorial and Honor Walk
- Order office supplies for departments located at City Hall
- Open and disperse mail
- Reconcile monthly bank statements
- Unlock and Lock doors at City Hall
- General secretarial duties
- Update and maintain Website
- Update and maintain marques
- Assist other departments as needed
- Perform other additional duties as assigned
- Prompt and regular attendance is required for this position.

### **PERIPHERAL DUTIES**

- Makes appropriate decisions for proper customer service
- Abides by all standards, conduct and policies, as stated in the Personnel Policies and Procedures Manual

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Grove is an Equal Opportunity Employer and is committed to making the application, interview and pre-employment testing process accessible to persons with disabilities. If you wish to volunteer information regarding any special assistance you may need, please notify the Human Resources Director.

**JOB CLASSIFICATION:** GRADE 7, Non-exempt  
**SALARY: \$31,200.00**

FULL-TIME BENEFITS INCLUDE: HEALTH, VISION, DENTAL, AND LIFE INSURANCE, OPERS RETIREMENT, PAID SICK LEAVE, VACATION LEAVE AND HOLIDAYS.