



CITY OF CHILLICOTHE

LUKE M. FEENEY, MAYOR

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The City of Chillicothe Civil Service Commission is accepting applications to establish an eligibility list for the following positions:

ADMINISTRATIVE ASSISTANT UTILITIES DEPARTMENT

Starting Hourly Rate: \$20.43 per hour

**APPLICATIONS ACCEPTED: March 9th - March 23rd,
2023**

Applications are available on the City of Chillicothe's website:
https://www.chillicothe.com/departments/human_resources.php

Applications along with a resume must be submitted to
HR@chillicotheoh.gov, no later than 4:30 P.M. on closing date.

Nature of Work:

This administrative position is under the direct supervision of the Utilities Director. The position requires experience in the technical aspects of civil/sanitary engineering projects to include the understanding of the technical language associated with such projects. Records and reports will be maintained and prepared using a computer. For some duties specific oral and written assignments will be given by the director, but the nature of the work requires the employee to utilize initiative in determining many of the tasks to be undertaken, as well as work methods to be employed. Secretarial/clerical skills will be employed, to include shorthand, to prepare typewritten records of meetings and conferences.

Essential Job Functions:

Assists Utilities Director during construction of utility department projects.

Attend contractor/city monthly meetings and prepare reports as necessary.

Prepare and/or process Change Orders, Work Orders, Requests for Proposals, Payment Requests, and construction correspondence.

Assist the Utilities Director in the preparation of and management of Federal and State Grants applied for or obtained for Utility Department projects.

Prepare Water Plant correspondence and reports and maintain files for same.

Maintain the technical library located at the Water Plant.

Maintain the computerized microfilm drawing file at the Water Plant.

Perform other administrative/clerical duties as may be required and as directed by the Utilities Director.

Required Experience/Training:

A minimum of five (5) years experience in the following required:

1. Secretarial/clerical experience in a civil or sanitary engineering design office or construction management office engaged in civil/sanitary engineering projects.
2. Preparation and/or management of Federal or State Grants.
3. Maintenance of a civil or sanitary engineering library, including engineering drawings.

Must be proficient in typing and shorthand.

Must be a high school graduate or equivalent.

Must have a valid State of Ohio driver's license or the ability to obtain one.

Must be eligible for insurance coverage under the City's fleet insurance policy.

A full job description is available in the Human Resources Office.

The City of Chillicothe is an Equal Opportunity Employer