



RICHLAND COUNTY BUILDING DEPARTMENT

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www.richlandcountyoh.us/c&p.htm

Job Posting Announcement

Richland County Building Department
Part-Time Administrative Assistant Position
09/05/2017

Richland County Building Department seeks a part-time Administrative Assistant for up to 29 hours/week (hours dependent upon departmental need and availability) in the Building Department to perform clerical tasks and interact with the public. Qualified candidates should have a high school diploma or GED, supplemented by up to 3 years previous experience involving clerical, bookkeeping, customer service and administrative assistance work or an equivalent combination of education training and experience. Good public relation skills are essential and individuals must conduct themselves in a professional and courteous manner. Salary range is \$11.00 - \$13.00 per hour dependent upon experience. EOE.

Applications may be obtained from and submitted to: Richland County Commissioners, 50 Park Avenue E, Mansfield, Ohio 44902 or on our website at http://www.richlandcountyoh.us/Human%20Resources/HR_JobPostings.htm. Applications with missing information may not be processed. Application deadline: 4:00 p.m. Monday, September 11, 2017.