

CITY OF STEUBENVILLE

JOB OPENING

TO: ALL APPLICANTS

FROM: CIVIL SERVICE COMMISSION

RE: JOB OPENING FOR RECEPTIONIST

CIVIL SERVICE STATUS: CLASSIFIED

The City of Steubenville Civil Service Commission is currently accepting applications for Receptionist for the front desk at Steubenville City Hall. Position reports to the City Manager.

GENERAL PURPOSE OF POSITION

- Answer the telephone and transfer calls to appropriate departments within the City.
- Take precise oral and written messages and relay such message to the respective person/department.
- Exhibit clerical office skills (i.e. filing, basic use of a computer, use of a copy machine & fax machine, distribute mail, use stamp machine for mail processing, etc.).
- Become familiar with the services provided by the City and explain to a caller or walk-in client how services from each department are accessed (provide brochure of departments available in main lobby, etc.).
- Refer clients with questions about city income tax return forms to Finance Department.
- Provide clients/callers with contact information regarding federal, state and county tax questions.
- Provide permit forms; assist with completion of forms.
- Assist individuals and contractors with completing applications for certificate of zoning approval, building permits and contractor registration.
- Assist landlords with applications for rental registration.
- Must be pleasant, able to work with the public.
- Must be neat and professional in appearance.
- Must be available to work during the hours of 8:30 A.M. to 4:30 P.M., Monday through Friday.

ESSENTIAL FUNCTIONS

- Performs a wide variety of administrative and support functions for City Departments as directed;
- Performs computer data entry and generates reports as directed;
- Works on special projects as assigned by Department Heads and/or the City Manager;
- Other related duties as required or assigned.

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

- High School diploma or GED equivalent (Associates degree in related field preferred);
- United States citizen;
- At least two (2) years' experience in office procedures and/or office management, preference will be given to those with municipal government and/or records management experience;
- Knowledge of government structure and process is essential;
- Must have excellent written and oral communication skills;
- Must be able to understand follow complex instructions and prepare reports;
- Demonstrated skill in keyboarding and computer operation including; word processing, spreadsheet, and database applications;
- Must have exceptional interpersonal skills and ability to establish and maintain working relationships with city officials, supervisory staff, fellow city employees, and the general public;
- Must have a general working knowledge of computers.

PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS

- This job requires the following physical activities:
- Periodic bending at knees, occasional crouching;
- Frequent change of position from sitting to standing;
- Lifting or carrying items weighing less than 10 pounds;
- Minimal lifting of items from below the knees or above the shoulders.

APPLICATION PROCEDURE:

All applicants must submit, by deadline date, a City Application along with Resume to the Civil Service Commission, 115 South Third Street, Steubenville, OH 43952. **All applications with resumes must be received by the Commission no later than 4:00 on Friday, July 13, 2018.**

The City of Steubenville is an EQUAL OPPORTUNITY EMPLOYER.