



Village of Monroeville  
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## POSITION DESCRIPTION OFFICE ASSISTANT

Department: Finance

Location: Village of Monroeville Administrative Office

### GENERAL PURPOSE

Performs utility bill processing, from data entry to preparation of bills, to sorting and mailing the bills; performs data entries for utility batches; prepares deposits for utility batches and reconciles them with the utility reports; performs other office related tasks and duties as required.

### SUPERVISION RECEIVED

Works under the general supervision of the Fiscal Officer.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Sort mail and distribute to appropriate Village offices.

Provides copying assistance for all departments; assists in preparing the Village newsletter, including article submission and preparing for mailing and/or posting online; copy, mail and post Water Plant CCR reports; send community information to local news media.

Assists citizens entering the Village Administrative Office with various public information needs and assistance with completing forms, permits, etc.; provides assistance in receiving and directing zoning permits; prepared and submits appropriate public notification for zoning appeals; serves as Secretary for the Board of Zoning Appeals; provides contact for Village telephone system; assist with the maintenance and updates of the Village website; ensures the maintenance and updates of the office computer system virus & spam protection.

Prepares and records permits for street openings, ensuring the distribution of the approved permit to the appropriate safety agencies; assists with park rentals, new orders, and other public works service requests; registers contractors and records certificates of insurance.

Maintains office supplies for the Village Administrative Office and places supply orders for all other departments; assists with the management of copies supplies such as ink cartridges, toner, and paper products; coordinates copier readings and submits to vendor for invoicing.

Interacts positively with other departments, the public, vendors and visitors. Provides directions to the appropriate department or office upon request from the general public.

Shares the performance of payroll processing and the required tasks associated with payroll, including making timely payroll deposits and filing appropriate reports and associated forms at the local, state and federal levels. These include Federal 941 forms on a quarterly and annual basis, the monthly, quarterly and annual forms for state and school taxes that were withheld, remittance of Deferred Compensation withholdings; remittance of local income tax withholdings and reconciliations to R.I.T.A.

Responds to complainants who receive traffic camera citations and assists with either online or in person payments. Records such payments on the traffic camera portal.

Possesses the ability to work independently, work under pressure, and set/achieve goals. Must be able to use discretion, initiative and independent judgment with established guidelines.

Performs a myriad of other duties and tasks as required or assigned.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or its equivalent; 2-year office clerical experience.

Necessary Knowledge, Skills & Abilities: Working knowledge of computers and electronic data processing, including website maintenance and updating; working knowledge of modern office practices and procedures; skill in operating the listed tools and equipment; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or with frequent interruptions; ability to work with angry or difficult customers.

#### TOOLS & EQUIPMENT USED

Personal computer, including word processing, excel spreadsheet and data base skills; central billing system terminal; central financial computer; 10-key calculator; binding machine; copier; printer; fax; scanner; base radio; multi-line telephone system; and letter folding machine.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, including answering telephones. The employee is required to use hands and fingers,

handle or operate objects, tools or controls; reach with hands and arms; occasionally required to kneel, stoop, climb, lift and/or move furniture and boxes.

The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee has exposure to chemical compounds found in an office environment (toner, correction fluid, cleaning agents, etc.). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but may have background sounds of a printer, copier, traffic, telephone conversations or inter-office conversations.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; must be able to successfully pass a pre-employment drug and alcohol test; must be able to furnish a valid driver's license and proof of current auto insurance; must be able to pass a background check; and any other job-related tests that may be required.

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.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Signature of Appointing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date