

CITY OF NEW FRANKLIN

An Equal Opportunity Employer

Job Posting

Human Resources Coordinator / Administrative Assistant

Date Posted: November 8, 2024

Deadline: November 22, 2024

Notice is hereby given that the City of New Franklin is accepting applications for the open position of **Human Resources Coordinator / Administrative Assistant** in the Human Resources Department.

Job Summary – Responsible to serve as Human Resources Coordinator / Administrative Assistant and to perform the duties as outlined in the Job Description.

Qualifications/Requirements – Applicant must possess a high school diploma or equivalent; previous experience using financial software; five (5) or more years of experience in payroll and human resources or commensurate accredited educational achievement; knowledge of governmental fund accounting; be able to perform multiple tasks simultaneously; possess computer skills including Microsoft Office Suite, and general technological and clerical experience; possess basic knowledge of multi-line telephone system, office equipment/machines and filing systems; and, possess the ability to work professionally with diverse personalities. A valid State of Ohio Driver License must be maintained throughout the term of employment.

Applicants may be further subject to taking and passing a complete background investigation; physical, medical and psychological testing; and other requirements as may be provided for in the *Job Description*, and/or the *New Franklin Personnel Policies and Procedures Manual*. Employees must satisfactorily complete a one-year probationary period.

Hourly Wages, Hours & Benefits – Starting Wage: Up to \$27.64 per hour, commensurate with experience. Hours of work: Monday through Friday, 40 hours per week. This full-time position is eligible for medical, dental and life insurance benefits, as well as paid days off (vacation, holidays, etc.).

Applications Packets – Application packets are available online (www.newfranklin.org) and at the New Franklin City Hall (Administration Office), 5611 Manchester Road, New Franklin, Ohio, 44319, between the hours of 8:30 AM and 4:30 PM, Monday through Friday. Notarized applications, signed job descriptions and supporting document copies must be submitted and received by the City no later than **Friday, November 22, 2024 at 4:00 PM**.

All notarized applications must be accompanied by:

- Signed Job Description
- Copy of valid State of Ohio Driver License
- Copy of High School Diploma (or equivalent)
- Copy of Secondary Degree, if applicable

By order of the Mayor of the City of New Franklin, Ohio.