

**Title:** Administrative Assistant, Part Time

**SUMMARY:** Under the direction of the Village Administrator, assists in the necessary daily tasks of the Village Administrator's Office.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Able to work with computers and Windows software applications.
- Possess minimum typing skills.
- General filing capabilities.

### **QUALIFICATIONS**

- Shall possess as a minimum a high school diploma or equivalent education level. Advanced degrees and/or experience in grant writing are a plus.

Please send resume and/or questions to [sabinaohio.mayor@outlook.com](mailto:sabinaohio.mayor@outlook.com)