



# CITY OF HEATH

Mark D. Johns  
Mayor

Jay R. Morrow  
Auditor

David C. Morrison  
Director of Law

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## **Administrative Assistant – Payroll/Personnel**

The City of Heath is seeking an Administrative Assistant – Payroll/Personnel. An exam for this position will be given on October 3, 2019 at 6:30 p.m. by the Heath Civil Service Commission. The exam will be held at the Heath Fire Station, 193 Heath Rd. Heath, Ohio 43056. To apply, applications may be found online at [www.heathohio.gov](http://www.heathohio.gov) or at the Heath Municipal Building, 1287 Hebron Rd. Heath, Ohio 43056. Applications must be received no later than September 27, 2019 at 4:30 p.m.

The person in this position will process payroll, manage employee records, keep updated files, prepare reports, administer insurance plans, implement union contracts and civil service regulations, assist with budget preparation, assist finance as needed, may also assist utility clerk acting as cashier and provide information to customers, and perform all other duties as assigned by Mayor and Auditor.

This individual must be a high school graduate or equivalent. Experience and/or education in payroll procedure and general office procedures is preferred. Must have organizational skills and computer experience. Should possess good communication skills and be able to relate to general public and co-workers.

Salary range: \$45,000 - \$65,000. Salary to be determined based on experience and knowledge.