



City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

JOB OPPORTUNITY

DATE POSTED: March 24, 2026

ADMINISTRATIVE ASSISTANT II **Public Works Service Department**

The City of Mentor is seeking an individual to work full-time as an *Administrative Assistant II* in the Public Works Service Dept. This full-time position is responsible for department-level administrative work. Excellent customer service and computer skills are required with demonstrated proficiency in the use of Microsoft Office programs. High school graduate or GED and valid state ID are required. Some college-level course work in business or relevant administrative experience is required.

Annual Salary Range: \$40,000 - \$65,000 plus a comprehensive benefit package.

Apply online at www.workformentor.com. Employment applications are also available in the Human Resource Office, at the Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Applications will be reviewed up receipt and will be accepted until the position is filled.

The City of Mentor is an Equal Opportunity Employer and will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.
EOE/ADA