



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: December 23, 2025

ADMINISTRATIVE ASSISTANT II TO THE POLICE CAPTAINS

The City of Mentor is seeking a full-time *Administrative Assistant II* to assist the department and Police Captains. Work involves performing various administrative tasks including but not limited to preparing correspondence, maintaining administrative records and files, and preparing reports as needed. Professionalism and excellent customer service skills are required. Proficient use of computers and Microsoft Office programs are mandatory. The ability to multi-task, prioritize work and operate within the established departmental guidelines is necessary. High school graduate (GED) is required.

Annual salary: \$40,000 - \$60,000 (DOQ) plus a comprehensive benefit package.

Applications are also available in the HR Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Applications 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