



# City of Mentor

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

## JOB OPPORTUNITY

DATE POSTED: June 10, 2024

### **ADMINISTRATIVE ASSISTANT II / POLICE DEPARTMENT** **Full Time**

The City of Mentor is seeking a full-time *Administrative Assistant II* to work within the Police Department. Work involves performing various administrative tasks including but not limited to preparing correspondence, maintaining administrative records and files, and preparing reports as needed. Excellent customer service skills and 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:** \$39,000 - \$62,000

Please apply online at [www.cityofmentor.com/employment](http://www.cityofmentor.com/employment). Applications are also available in the HR Office at Mentor Municipal Center, 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060.

**Application deadline:** June 30<sup>th</sup>, 2024.

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