



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: November 13, 2023

OFFICE ASSISTANT – FIRE DEPARTMENT FULL-TIME

The City of Mentor is seeking a **full-time Office Assistant** to work within the **Fire Department** for the Fire Prevention/Public Education & Training Division. Excellent customer service skills along with demonstrated proficient use of Microsoft Office computer programs as well as previous clerical experience is required. The ability to multi-task, prioritize work and work as a team player is necessary. High school graduate (GED) is required.

Annual Rate of pay: \$33,065 - \$60,883 (DOQ) and includes a comprehensive benefit package.

Please apply online at <https://cityofmentor.com/employment>. Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Application will be accepted until the position is filled.

Application Deadline: November 30, 2023

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