

**CITY OF FREMONT
EMPLOYMENT OPPORTUNITY**

Position Title: Full Time Secretary I

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

Screens telephone calls and incoming mail; answers complaints; makes appointments for administration; notifies administration of appointments made or other matters of importance. Prepares replies to correspondence from brief dictated notes or on own initiative; takes and transcribes difficult dictated material; prepares correspondence, interoffice forms, requisitions and related papers.

Files office correspondence and records; collects and compiles information on miscellaneous projects. Types complex statistical and other reports; prepares requisitions, vouchers, budget forms and other data; issues various permits and licenses. Demonstrates regular and predictable attendance.

Performs other duties as required.

QUALIFICATIONS:

Completion of secondary education supplemented by additional coursework or experience in shorthand, typing and business practices.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Notary preferred.

Pay Grade 11 – 35 hours per week

Rate of Pay	\$19.53/HR (Hire In)
	\$21.69/HR Step A
	\$22.75 /HR Step B
	\$23.85/HR Step C

Applications **must be submitted ONLINE** by the application deadline: Monday, May 23, 2022. Job posting information, application portal and a complete Position Description can be found on the City of Fremont's website at <https://jobs.fremontohio.org/>

Questions can be directed to Kenneth P. Frost, Safety Service Director at 419-334-2687; office hours: 8:30 a.m. to 4:00 p.m.

EOE