

**CITY OF GENEVA**  
**JOB POSTING**  
**FULL-TIME ADMINISTRATIVE ASSISTANT**

The City of Geneva is looking to hire for a Full-time Administrative Assistant position and will be accepting applications until filled. This individual will perform administrative and clerical duties, provide administrative support to the City Manager and perform Human Resource duties. Applicants should have strong customer service skills, be highly organized, and be able to communicate effectively with all levels of staff. The applicant must have knowledge of basic office equipment and programs. The salary range is from \$19.37 - \$22.00 per hour.

Interested applicants should send your resume with cover letter and references to: [tcaya@genevaohio.gov](mailto:tcaya@genevaohio.gov) or by hard copy to Human Resources, City of Geneva, 44 N. Forest Street, Geneva, OH, 44041. For more information on the City of Geneva or to review job description, please visit [www.genevaohio.gov](http://www.genevaohio.gov).

**THE CITY OF GENEVA IS AN**  
**EQUAL OPPORTUNITY EMPLOYER**