

Highway Department Administrative Assistant

Pickaway County Engineer's Highway Department

Minimum Requirements

Must possess valid Ohio Driver's License

Must reside within a 25-mile radius of the Highway Department located at 1660 Island Road, Circleville, Ohio

Must pass pre-employment drug and alcohol screenings

High school diploma or equivalent

Responsibilities

Answering phone to deal with the general public, other county agencies and sales personnel

Use of two-way radio to communicate with supervisors and road crews

Project accounting and reports

Ordering supplies and materials

Other various duties as required by the County Engineers or Highway Superintendents

Full job description is available at 1660 Island Road

Hours

Winter hours 7:00AM to 3:30 PM Monday thru Friday

Summer Hours 6:30 AM to 5:00 PM Monday thru Thursday

Pay Rate

Starting pay will be determined by qualifications and experience

Applications are available at 1660 Island Road, Circleville, Ohio Monday through Friday between the hours of 7:00 AM and 3:30 PM