

Administrative Assistant. This Part-Time position is scheduled for 24 -29 hours per week, or with zoning experience, could be full-time with benefits. Depending upon experience and hours desired, annual pay could be \$25,000.00 to 35,000.00. The Administrative Assistant performs a variety of general administrative and secretarial duties in support of Township operations. This position requires sound judgment, discretion, and the ability to establish work priorities, organize tasks, and follow procedures to complete assignments accurately and efficiently.

Essential Duties and Responsibilities include, but are not limited to:

- Performing general administrative and secretarial functions
- Maintaining records and files
- Assisting with correspondence, reports, and document preparation
- Answering phones and assisting residents and visitors
- Supporting daily office operations and Township activities
- Performing other related duties as assigned

Minimum Qualifications:

- High school diploma or equivalent certificate of competency
- One to two (1–2) years of progressively responsible administrative, clerical, or secretarial experience
- Strong organizational, communication, and customer service skills
- Proficiency in standard office software and equipment

The successful candidate may be required to obtain a Notary Public commission following employment.

Additional Requirements

All candidates must successfully pass a pre-employment drug screening and may be subject to periodic and random drug testing as a condition of employment.

Please send a cover letter and resume to Alan Stock at astock@xeniatownshipoh.gov

Cover letters and applications will be accepted from September 2 through September 14, 2026.

Xenia Township is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.