

Village of Union City, Ohio

Employment Opportunity

Administrative Assistant to the Fiscal Officer (Part-Time)

The **Village of Union City, Ohio** is seeking qualified applicants for the position of **Administrative Assistant to the Fiscal Officer**.

This is a **part-time position** requiring **24 hours per week**. The successful candidate will provide administrative support to the Fiscal Officer and serve as a primary point of contact for residents and visitors. This is a forward-facing position that requires frequent interaction with the public and a strong commitment to customer service.

Qualifications

- Strong communication and interpersonal skills
- Excellent customer service abilities
- Proficiency in general office procedures and computer applications
- Ability to maintain confidentiality and professionalism
- Strong organizational and record-keeping skills
- Must be bondable

Responsibilities Include

- Assisting the Fiscal Officer with daily administrative operations
- Providing courteous and professional service to residents, businesses, and visitors
- Answering phones, responding to inquiries, and directing requests appropriately
- Maintaining records and files
- Assisting with office correspondence and other clerical duties as assigned

How to Apply

Interested candidates may obtain and submit an application at:

Village of Union City Administration Office

327 E. Elm Street
Union City, Ohio

Applications will be accepted until 3:00 p.m. on September 15, 2026.

The Village of Union City is an Equal Opportunity Employer.

Condensed Version for Social Media

NOW HIRING

The Village of Union City, Ohio is accepting applications for a **Part-Time Administrative Assistant to the Fiscal Officer**.

- 24 hours per week
- Customer service focused position
- Direct interaction with the public
- Must be bondable

Apply at the **Village Administration Office**, 327 E. Elm Street, Union City, Ohio.

Application deadline: September 15, 2026 at 3:00 p.m.

Equal Opportunity Employer.