

City of Brooklyn Employment Opening Notice
Building Department Secretary

The City of Brooklyn invites qualified applicants to apply for the position of Building Department Secretary. There is currently one (1) open position. Interested applicants can obtain employment applications on the City of Brooklyn's website. A properly completed application is required. Applicants may also submit a resume and a list of three (3) references. The hiring process will utilize a structured interview(s).

General Description of Duties: Under general direction of Building Commissioner performs general secretarial services for the Building Department and/or other departments, as necessary (e.g. oversees registration of all contractors and sub-contractors who perform construction work within City; receives filings for building and zoning permits; etc.); performs other secretarial/clerical duties as required; etc.

Minimum Qualifications for Positions: High school diploma or GED, with training and/or work experience which evidences a thorough knowledge of government operations and modern office practices and procedures; computer operation and public relations experience.

Salary will be determined based upon the Collective Bargaining Agreement between the City and AFSCME.

Application packages must be submitted to the address below no later than June 3, 2016 to be considered. EOE.

Applications should be submitted to:

Human Resources
City of Brooklyn
7619 Memphis Avenue
Brooklyn, Ohio 44144