

Part Time Administrative Assistant

City of Newton Falls is looking for a part-time Administrative Assistant, approximately 24 hours per week, to work with the City Manager and Law Director. Applicants must be organized and detail oriented, proficient in Microsoft Office and other office software, possess strong communication and interpersonal skills, able to multitask and manage time efficiently. General knowledge of civil and/or criminal law and knowledge of federal, state & local statutes and regulations. Salary ranges from \$17.00 to \$20.00 per hour depending on qualifications.

Please send resume to cityclerk@newtonfallsoh.gov.