

Job Posting
Clinton County Engineer's Office
Highway Administrative Assistant

The Clinton County Engineer has a full-time position open for an Administrative Assistant for the Highway Department.

This position is responsible for maintaining records, budgets, inventories and personnel-related matters. Duties include, but are not limited to, payroll, benefits, worker's compensation, purchasing, job costing and billing. Position assists the Highway Superintendent in the daily operations, renders support to the Engineer's Office, and handles concerns of citizens regarding county roadways.

Candidate should have experience with Microsoft Office (to include Outlook, Word and Excel). Advanced experience with Excel and Access is preferred. Experience with MUNIS is a plus. Salary is commensurate to ability and experience. Clinton County offers excellent benefits including health, dental, vision and retirement program (OPERS) and paid time off.

Applications are available on the Engineer's website at www.clintoncountyengineer.org. Interested candidates should submit completed application and resume to the Clinton County Engineer's Office, 1326 Fife Avenue, Wilmington, Ohio 45177 or email cceo@clintoncountyengineer.org **no later than October 12, 2026 for consideration.**

Clinton County is an Equal Opportunity Employer.