

Muskingum County Position Opening Announcement

DATE: 9/28/2026

DEPARTMENT: County Engineer's Office

POSITION TITLE: Office Asst.

STATUS: Full Time – 40 Hours/Week

SALARY RANGE: Compensation to commensurate with experience

DEADLINE: Open Until Position Is Filled

QUALIFICATIONS: Candidate will successfully complete a background check and drug screen.

Assists the Engineer Department with general clerical duties and accounting needs. Performs computer data entry and interacts with the public by logging requests for highway maintenance and improvements in a timely and efficient manner.

Greets, receives and interacts with the general public. Answers routine inquiries and refers difficult questions or problems to the appropriate staff member.

Answers telephone, takes messages, and directs call to appropriate staff. Copies, faxes and distributes documents.

Obtains work orders for road and bridge related concerns throughout Muskingum County. Inputs public requests into a database to be tracked for completion.

Collects information for line locates through the Ohio Utilities Protection Service (OUPS), and informs OUPS and Oil & Gas companies of excavation work within and along county highways.

Coordinate, track and distribute highway permits, including right-of-way, driveway, special hauling, and storm water permits in a timely manner.

May assist with accounts receivable and payable.

Utilizes computer and software for data entry. Sends out, receives and distributes mail; performs mass mailings. Proficient with technology, including email, internet, copier and telephone (voicemail, intercom, & transferring calls).

Files documents, papers and other information into filing system and retrieves data as necessary or as requested. Assist with electronic and paper file maintenance, including purging, consolidating, and/or creating files.

Performs other duties as assigned.

If interested, please submit a cover letter, application and resume to the Muskingum County Engineer's Office:

Muskingum County Engineer's Office
109 Graham Street
Zanesville, OH 43701
Phone: 740-454-0155
Fax: 740-455-7180
Email: engineer@mceo.org