

Part-Time

Administrative Secretaries

City of Tipp City

The City of Tipp City, Ohio is seeking to fill two (2) part-time Administrative Secretary positions. One secretary will work 8 a.m. to 12:30 p.m. and the other will work 12:30 to 5 p.m., pay range \$10-\$12/hour. These secretaries will provide secretarial & clerical assistance to the Municipal Services & Engineering and Community & Economic Development Departments. This includes preparing documents, reports, maintaining records, clerking evening board meetings, and other administrative duties as assigned. Completion of secondary education is preferred with course work in office management or a related field and one (1) year experience providing administrative support or; any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Preference given to those with local government experience. Excellent oral & written communication skills required. Valid Ohio driver's license required at appointment or within six months. Submit resume & cover letter to Timothy J. Eggleston, City Manager, Tipp City Government Center, 260 S. Garber Dr., Tipp City, OH 45371 by January 4, 2016. For more information go to www.tippcityohio.gov. EOE.

Timothy Eggleston, City Manager

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