

Part-Time

Administrative Secretary

City of Tipp City

The City of Tipp City, Ohio is seeking to fill a part-time Administrative Secretary position, who will work 12:30 to 5 p.m., pay range \$10-\$12/hour. This position provides secretarial & clerical assistance to the Municipal Services & Engineering and Community & Economic Development Departments. This includes preparing documents, reports, maintaining records, clerking two evening board meetings (one per month), 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 Joanna Pittenger, HR Generalist, Tipp City Government Center, 260 S. Garber Dr., Tipp City, OH 45371 by August 7, 2017. For more information go to www.tippcityohio.gov. EOE.

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