

THE MORROW COUNTY COMMISSIONERS ARE ACCEPTING APPLICATIONS/RESUMES FOR THE POSITION OF ASSISTANT CLERK FOR THE BOARD OF COMMISSIONERS, FULL TIME, \$16-17 PER HOUR DEPENDING ON EXPERIENCE.

MAINTAINS RECORDS AND PERFORMS DUTIES AS REQUIRED AS SEWER CLERK OF THE MORROW COUNTY SEWER DISTRICT.

WILL ASSIST THE CLERK IN PERFORMING STATUTORY DUTIES TO THE BOARD OF COUNTY COMMISSIONERS. ASSISTS IN MAINTAINING COMMISSIONERS JOURNALS, PREPARING CORRESPONDENCE, TAKING BOARD MINUTES, PREPARING DOCUMENTS AND MAINTAINING INFORMATION OF A CONFIDENTIAL OR SENSITIVE NATURE.

FILING, RECEIVING AND PROCESSING PAYMENTS AND PROCESSING THE PAYMENT OF INVOICES AS REQUIRED.

PLEASE EMAIL YOUR RESUME TO [cheryl.heacock@co.morrow.oh.us](mailto:cheryl.heacock@co.morrow.oh.us)

OR MAIL TO 80 N. WALNUT STREET, STE A, MOUNT GILEAD, OHIO 43338

PRINT OFF AND COMPLETE AN APPLICATION AT  
[WWW.MORROWCOUNTYOHIO.GOV](http://WWW.MORROWCOUNTYOHIO.GOV)

POSTED UNTIL FILLED

QUESTIONS 419-947-4085