

For immediate release

Contact: John Frazier, Fire Chief
Russell Township
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**RUSSELL TOWNSHIP SEEKS APPLICANTS FOR
PART-TIME ADMINISTRATIVE ASSISTANT**

Russell Township seeks applicants for a part-time administrative position working in the Fire Department. This position will report to the Fire Chief and/or his designee. The Administrative Assistant must comply with HIPPA regulations and be sensitive to confidential information. The position will include performance of various clerical and office duties including payroll, billing, purchasing, pricing/estimating, inventory, correspondence, and human resources duties. Qualifications include proficiency in Access database, Firehouse records management system, Word, Excel, and PowerPoint. The candidate should have a working knowledge of basic accounting and bookkeeping practices.

Understanding of Township policies and procedures is a plus but not a requirement. Successful completion of secondary education with training in clerical duties and/or bookkeeping/accounting, and/or equivalent combination of education and/or experience is required.

Candidates are encouraged to apply by 4:00 pm, March 28, 2014. A letter of application and a resume is requested. Address correspondence to Chief Frazier, Russell Township, P.O. Box 522, Novelty, Ohio 44072 or email boardoftrustees@russelltownship.us. Candidates with questions may call 440-338-6161 ext 214.

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For further information, please contact John Frazier, Fire Chief, Russell Township, at 440-338-6161 ext 214