

NOW HIRING

ADMINISTRATIVE

ASSISTANT

SOME RESPONSIBILITIES INCLUDE:

- **BE FAMILIAR WITH SOIL AND WATER CONSERVATION PRACTICES APPLIED IN THE DISTRICT.**
- **ABILITY TO ANSWER QUESTIONS AND GIVE INFORMATION ON THE PROGRAMS AND SERVICES OF THE DISTRICT.**
- **ANSWER TELEPHONE CALLS AND GREET THE GENERAL PUBLIC IN A COURTEOUS AND HELPFUL MANNER.**
- **TAKE MESSAGES AND RELAY TO THE PROPER PERSON**
- **THOROUGHLY UNDERSTAND ACCOUNTING PRACTICES AND PROPER USE OF COUNTY AND STATE FUNDS.**
- **MAINTAIN DISTRICT FINANCIAL RECORDS, PREPARE MONTHLY FINANCIAL REPORTS, PREPARE VOUCHERS AND CHECKS TO BE AUTHORIZED FOR PAYMENT, AND RECONCILE BALANCES WITH THE COUNTY AUDITOR.**
- **THIS POSITION WILL BE HIRED AS PART-TIME WITH POTENTIAL FOR FULL TIME EMPLOYMENT.**

**FOR MORE INFORMATION CALL THE OFFICE
AT
419-586-3289 EXT. 3**

**SEND APPLICATION AND RESUME TO:
MERCER COUNTY SOIL AND WATER
CONSERVATION DISTRICT
220 W. LIVINGSTON ST. SUITE 1 CELINA, OHIO
45822
OR
SWCD@MERCERCOUNTYOHIO.ORG**

