

Full-Time Secretary

Boardman Township Planning and Zoning Department is seeking applicants to fill the full-time position of Secretary.

Please visit the Boardman Township website for the job description and employment application form. <https://www.boardmantwp.com/employment/>

Qualifying applicants should submit a completed Boardman Township Employment Application to the Planning and Zoning Department at the Boardman Township Administration Building, 8299 Market Street Boardman, OH 44512 attention TJ Keiran, Director of Planning and Zoning. The position is Open Until Filled.

The ideal candidate will be proficient with the Microsoft Office suite of programs. This is a fast-paced office and the Secretary must possess excellent customer service skills. The entry-level wage is \$16.55 an hour with scheduled step increases up to \$21.36 after the fifth year. The position is in the American Federation of State, County, and Municipal Employees, AFL-CIO, and has excellent benefits.