

# Carroll County Environmental Services

620 West Canal St.

PO Box 954

Malvern, Ohio 44644-0954

Phone 330-863-1515 / btm@btmwpc.com

Director, Ralph J. Castellucci

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## NOTICE

### Job Opening: Full-time

Applications and job description for the position of Office Clerk for Carroll County Environmental Services may be obtained at the office located at 620 W Canal St in Malvern, Ohio or by calling 330-863-1515.

Administrative duties include coordinating and managing clerical support services, secretarial, and administrative functions, handling of confidential and time-sensitive materials, assisting with human resource tasks, managing all aspects of the sewer billing process and customer account system, assist with project administration, and other tasks as assigned. Applications will be accepted until the position is filled.

This institution is an equal opportunity provider and employer.