

Brimfield Township has an opening for a part time Zoning Secretary. The position is for sixteen hours per week; four hours a day, four days per week. The position will require two evenings a month as recording secretary for the Zoning Commission and Board of Zoning Appeals.

Applicant must have excellent computer skills, including word, excel, power point and web site management. Office filing and filing organization skills, telephone and public contact skills a must.

Submit your resume to Brimfield Township, 1333 Tallmadge Road, Kent, Ohio 44240.

Attention: R.L. Messner, Zoning Department or email to brimfieldzoning@neo.rr.com