

**The Board of Lake Township Trustees is currently accepting applications for a full-time Administrative Assistant for the Road Department. The Road Department hours of operation are 7:00 a.m. – 3:30 p.m. Monday thru Friday. Candidate must possess good phone communication skills, work well with the public, have computer skills in Microsoft Word and Excel and have a knowledge of processing time and attendance records, amongst handling various other office tasks. Applications are available at the Lake Township Administrative Offices at 12360 Market Avenue North, Hartville, Ohio, from 8:00 a.m. to 4:30 p.m. Monday through Friday and on the Township's website [www.laketwpstarkco.com](http://www.laketwpstarkco.com). Three work-related references must be submitted along with the application and resume. Applications will be accepted at the Lake Township Administrative Offices through 4:30 p.m. on Monday, March 25, 2019 or you can email the completed application, references and resume to [info@laketwpstarkco.com](mailto:info@laketwpstarkco.com). For further information call 330-877-9479. Lake Township is an equal opportunity employer and service provider.**