



The Adams County Ohio Valley School District is currently seeking a qualified applicant for the position of **Secretary** at the **OVCTC**. **Application deadline is 08-16-19**. Candidate must be a high school graduate or GED. Secretarial skills and work experience preferred. Exemplifies professionalism and fosters goodwill to enhance the District's public image. Interested individuals may obtain application materials or more information by contacting:

Personnel Office

Adams County Ohio Valley School District

141 Lloyd Road, West Union, Ohio 45693

937-544-5586 x17140

EQUAL OPPORTUNITY EMPLOYER