



GUERNSEY COUNTY DOG WARDEN DEPT

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guernseycounty.org

December 5, 2017

RE: Posting for full-time Office Manager for the Guernsey County Dog Shelter

I will be filling the position of the full-time Office Manager at the Guernsey County Dog Shelter in the near future.

All applicants must have knowledge and experience in payroll, budget management, filing, answering a multi-phone system, accounts payable and receivable, knowledge of computer programs, Microsoft office, record keeping, knowledge of dogs and strong communication and leadership skills.

You must have a high school diploma or GED.

Please submit your letter of interest to Captain Jeremy Wilkinson within the next five (5) days of this posting.

Respectfully,

Sheriff Jeffrey D. Paden