

**City of Brooklyn Employment Opening Notice**  
**Typist/Receptionist**

The City of Brooklyn invites qualified applicants to apply for the position of Typist/Receptionist. There is currently one (1) opening. Interested applicants can obtain employment applications on the City of Brooklyn's website. A properly completed application is required. Applicants may also submit a resume and a list of three (3) references.

**Typist Receptionist:** Under general supervision, receives calls from residents/public and directs calls to appropriate department/employee, greets visitors to Administration Building; operates office equipment; types and distributes documents; delivers and sorts mail.

**Minimum Qualifications for Positions:** High school or GED equivalent coursework in typing, computer operation, office practices and procedures preferred; or equivalent combination of education, training, and experience necessary to perform essential functions of position.

***Salary will be determined based upon the Collective Bargaining Agreement between the City and AFSCME.***

Application packages must be submitted to the address below no later than July 6, 2016 to be considered. EOE.

Applications should be submitted to:

Human Resources  
City of Brooklyn  
7619 Memphis Avenue  
Brooklyn, Ohio 44144