

**NOTICE: OTTAWA COUNTY DISTRICT #2  
OFFICE MANAGER POSITION**

**Applications/resumes will be accepted for the position of Ottawa County District #2 Office Manager. It is a full-time salaried position with benefits. Hours will be 6:30 A.M.-5:00 P.M., Monday thru Thursday. Clerical and computer experience is necessary. A strong work ethic, good people skills, and proper telephone etiquette are a must. A 90 day probation period will be implemented.**

**Applications will be received until 5:00 P.M., Wednesday, December 28<sup>th</sup>, 2016.**

**Applications may be obtained at the Ottawa County Clerk's office, 102 E. Central Avenue, Suite #103, Miami OK., or you may submit your own resume. You may contact the office at: 918.542.3332 for more information.**

**Robyn Mitchell  
Ottawa County Clerk**