

## NOTICE OF POSITION OPENING

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The Sylvan Township Board of Supervisors is seeking applicants for a temporary part-time Administrative Scanning Assistant. Currently this will be a temporary part-time position with up to 20 hours/week. The Administrative Scanning Assistant is assigned responsibilities through the Clerk-Treasurer including basic office work, prepping files for scanning, scanning files, and indexing images. Basic office skills and computer software experience required; wage depending on experience.

To obtain an application for this position, you can print one at [www.sylvantwp.com](http://www.sylvantwp.com) or contact the Clerk by mail 12956 24<sup>th</sup> Ave. SW, Pillager MN, 56473 | call 218-746-3652 | email [clerk@sylvantwp.com](mailto:clerk@sylvantwp.com).

The Sylvan Township Board of Supervisors will be taking applications for this position until May 15<sup>th</sup>, 2021. Sylvan Township is an equal opportunity employer.

Jenna Ruggles  
Clerk/Treasurer