

The East Clinton Fire District is accepting applications for secretary to the Board of Fire Commissioners. Responsibilities include attending and taking minutes for the monthly and special meetings, preparing and distributing minutes, picking up mail and distributing bills and correspondence, preparing legal notices as required, chairing the annual district elections, and other administrative duties as they arise.

Please send your resume to [ecfdsecretary@optimum.net](mailto:ecfdsecretary@optimum.net) no later than December 31, 2017.