



PRESS RELEASE

UNION TOWNSHIP, WARREN COUNTY, OHIO- MARCH 8, 2019

The Honorable Joseph W. Kirby, Judge of the Warren County Probate Court seeks to fill the vacancy of Fiscal Officer for Union Township, Warren County, Ohio. Eligible candidates must be a citizen of the United States, at least 18 years of age, or older, and must have been a resident of Union Township and registered to vote for at least 30 days prior to the appointment.

The appointment will be for the unexpired term ending March 31, 2020. In order for the appointee to continue to serve as Fiscal Officer thereafter, the appointee would have to timely file a candidacy petition with the Warren County Board of Elections to be on the ballot in the General Election to be held on November 5, 2019, and be elected for the term beginning April 1, 2020.

Judge Kirby seeks to appoint a suitable person with a strong interest in civic duty, and extensive experience in finance, accounting, auditing, banking, or any combination thereof. Demonstrable abilities in accounting are critical to the position, including revenues, expenses, assets, cash flow, balance sheets, financial forecasting, and financial reporting.

Eligible candidates are directed to send a letter of interest and their resume to Judge Joseph W. Kirby, Warren County Probate Court, 900 Memorial Drive, Lebanon, Ohio 45036, by 4:00 p.m. on March 29, 2019.

Statutory duties of the Fiscal Officer include:

- Keep an accurate record of the proceedings of the Board of Township Trustees at all of its meetings – R.C. 507.04(A);
- Keep an accurate record of the Board's accounts and transactions – R.C. 507.04(A) (including the acceptance of the bonds of Townships officers);

- Attend at least one meeting of the Board during each quarter of every year unless prevented by the occurrence of an emergency – R.C. 507.04(A);
- Keeps the book of record for township roads, book for record of marks and brands, and a book for the record of officials oaths and bonds of Township officers – R.C. 507.05;
- Notifies Board of Elections of all vacancies caused by death, resignation or otherwise of elected offices of the Township - -R.C. 507.051;
- May administer oaths and take and certify affidavits that pertain to the business of the Township or the local school district or are connected with the official business of either the Township or their local school district – R.C. 507.06;
- Countersigns all monies paid out, including payroll, spent by the Township – R.C. 507.11(B)(1); two Trustees must sign too;
- Must complete continuing education courses totaling 12 hours of each term of office – R.C. 507.12(C);
- Makes a list of all officers elected or appointed, stating the office to which each is chosen or appointed immediately after the appointment or election of such officer – R.C. 503.25;
- Collect service charges for waste collection, transfer recycling and disposal services and administers them under the rules established by the Board – R.C. 505.31;
- Record and keep the book of constable official bonds – R.C. 507.08;
- Certifies the estimate of the maximum maturity of bonds for permanent improvements and that such improvements have an estimate life or period of usefulness of at least five years – R.C. 133.19(A);
- Signs R.C. Chapter 133 securities issued on behalf of the Board – R.C. 133.28(A)(4);
and