

## Orange Village

### Job Posting

**Position Title:** Clerk of Council

**Posting Date:** September 16, 2015

**Department:** Village Council

**Reports to:** Council President

**Part-Time** (approximately 10 hours per week)

**Pay Rate:** pay commensurate with experience

**Job Summary:** To create, disseminate and keep record of Council's proceedings including ordinance/resolutions/motions and other official documents and assigned boards and commissions. To authenticate all records, documents and instruments of the Village as required by law. The Clerk will attend all Finance and Council meetings (Finance is the 1<sup>st</sup> Wednesday of the month at 7:30 pm, Council Work Session is the 1<sup>st</sup> Wednesday of the month at 8:00 pm and Council Meetings are the 2<sup>nd</sup> Wednesday of the month at 8:00 pm) including any additionally scheduled meetings, takes minutes, organize the Council agenda, certify ordinances, motions, resolutions and other official documents, keep records, and fulfill other essential Clerk duties. Additional office duties as requested/required.

#### **Job Requirements:**

High School Diploma. Post high school coursework in secretarial studies or office administration is high desirable. Three years paid work experience performing a substantial range of clerical and secretarial duties including performing the secretarial or recording functions of a committee, board or commission. Proficient in Microsoft Office.

Please email resumes to [applications@orangevillage.com](mailto:applications@orangevillage.com) or mail to:

**Council President Brandon Duber**  
**c/o Mayor Kathy Mulcahy**  
**Orange Village**  
**4600 Lander Road**  
**Orange Village, OH 44022**

**Posting dates: September 16, 2015 to October 1, 2015**

*Orange Village is an Equal Opportunity Employer*