

# Village Clerk

## *Job Description*

**Classification:** Part-Time

**Office Hours:** 20 Hours per Week plus attendance at Council meetings outside regular hours

**Salary:** \$22 per hour

**Reports To:** Mayor

### **Job Purpose**

Provide administrative, clerical, records management, and public-facing support to the Village, with primary responsibility serving as Council Clerk, managing council meeting administration, maintaining official legislative records, supporting communication functions, and serving as the Village's Records Clerk for all non-financial records. This detail-oriented, deadline-driven role is best suited for candidates comfortable with council procedures, digital recordkeeping, and meeting administration, and it offers an opportunity for professional growth through increasing responsibility in municipal administration, records management, and local government operations.

### **Primary Job Function**

Serve as Council Clerk and Records Clerk while providing administrative support to the Mayor, Council, Village Administrator, and Fiscal Officer. Responsibilities include meeting coordination, legislative record management, public interaction, digital document organization, and administration of non-financial public records in compliance with state law.

### **Essential Job Functions**

#### **Council and Meeting Administration**

- Prepare and distribute council and committee agenda packets
- Maintain digital meeting folders and official legislative files
- Attend meetings as required, including outside normal hours
- Record, prepare, and finalize meeting minutes
- Track ordinances, resolutions, and motions
- Post agendas, minutes, and legislation in compliance with statutory deadlines

#### **Technology and Document Management**

- Maintain structured digital filing systems and electronic records
- Manage document permissions and digital distribution
- Support electronic records retention and archiving
- Manage the Village's meeting workflow and document organization

*Must be comfortable working in a cloud-based environment such as Google Workspace.*

#### **Public and Administrative Support**

- Serve as a primary public contact in person, by phone, and electronically
- Manage daily office operations including mail, filing, and supplies
- Coordinate public notices, legal postings, website updates, signs, social media, and newsletters
- Provide administrative support to departments as needed

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### **Records Clerk Duties (Non-Financial Records Only)**

- Administer records retention schedules
- Maintain and archive physical and digital records
- Process public records requests in compliance with Ohio Sunshine Law
- Coordinate records destruction, scanning, and archiving projects

### **General Support**

- Assist with zoning inquiries and permits as directed
- Support special projects, mailings, and communications
- Perform light cleaning as needed and as directed by the Mayor
- Perform other duties as assigned

### **Experience and Educational Requirements**

- High school diploma or GED required
- Three to five years of administrative, clerical, or records management experience preferred
- Valid driver's license

### **Knowledge, Skills, and Abilities**

- Strong attention to detail and ability to meet statutory deadlines
- Ability to work independently and manage multiple priorities
- Strong communication and interpersonal skills
- Ability to maintain confidentiality when handling sensitive information
- Proficiency with Microsoft Office and Google Workspace
- Knowledge of records management and Ohio public records requirements preferred
- Familiarity with municipal operations helpful but not required