



City of Bellbrook Employment Opportunity

Clerk of Council

The City of Bellbrook is currently accepting applications for the part-time position of Clerk of Council. This position performs various duties related to assisting the Mayor and City Council, performing the duties of the Clerk of Council as outlined in the City Charter, and miscellaneous clerical functions. Additional duties include answering incoming telephone calls and greeting and assisting visitors to the Administration office. This position will average 10 – 15 hours per week with some evening hours.

Requirements include: high school diploma or equivalent, ability to work in a confidential environment, ability to work closely with others in a team environment, and interact well with the public. Strong computer skills required, including proficiency in Microsoft Word. Knowledge of local government preferred.

Pay rate depends on qualifications.

Interested candidates are encouraged to submit a completed employment application, cover letter, and resume to Don Buczek, Assistant to the City Manager. The job description and employment application can be found on our website at www.cityofbellbrook.org. Position is open until filled.

Mail: City of Bellbrook
Assistant to the City Manager
15 East Franklin Street
Bellbrook, Ohio 45305

E-mail: don.buczek@cityofbellbrook.org

Equal Opportunity Employer