



NOTICE OF JOB OPENING - CLERK OF COUNCIL

Notice is given that the Council of the City of New Carlisle is accepting applications for the Clerk of Council Position. This position includes the duties listed in section 4.09 of the City of New Carlisle's Codified Ordinances, including:

The duties of the Clerk shall include giving notice of Council meetings, keeping the journal, advertising public meetings, hearings, vacancies, and recording in a separate book all ordinances and resolutions approved by Council and seeing that such enactments are published as required by the Charter, and performing such other duties as may be assigned by this Charter or by ordinance. The Clerks may be appointed to serve full-time or part-time. The Clerks shall receive compensation as established by ordinance. The Clerk, Acting Clerk or Finance Director shall accept and give receipts for all petitions submitted by any petitioner. All petitions which meet the requirements of this Charter, except recall petitions, which shall be handled as set forth in Article X, Section 10.02 Recall, shall be delivered to the Board of Elections for certification as provided in Section 10.01 of this Charter.

The position requires attendance at monthly meetings that are held on the first and third Monday evenings of each month, along with any other special meetings that may be scheduled.

Please email resume and cover letter to hr@newcarlisleohio.gov or deliver to the City Administration Building located at 331 S. Church St, New Carlisle, Ohio 45344.

Pay is \$400.00 per month. Position open until filled.