

Utility/Tax Clerk
Village of Lewisburg

The Village of Lewisburg has a position open in its Administrative Office for a part-time utility/tax clerk. The person in this position is responsible for a wide variety of complex administrative and clerical duties for the Village of Lewisburg, participates in office support functions in support of the Village's goals and objectives, and provides information and assistance to the public regarding Village policies and procedures. Responsibilities include: entering data, typing, composing, and editing correspondence, utility billing and payment processing, reporting, tax payments and tax returns processing.

Qualifications: Requires a High School Diploma; or an equivalent combination of education and experience. Knowledge of and/or experience with processing tax returns is preferred.

Status: Part-Time (up to 32 hours per week), Non-Exempt, No Benefits.

Applications and resumes are being accepted at the Municipal Offices of the Village of Lewisburg, 112 S. Commerce Street, Lewisburg, OH 45338, or you may email your resume to jeff.sewert@lewisburg.net . Deadline to apply is 4:00 PM January 19, 2018.