

Job Title: Office Clerk

Location: Hilliar Township, Knox County, Ohio

Reports To: Township Trustees/Fiscal Officer

Position Overview:

Hilliar Township is accepting standing applications for a part-time Office Clerk. The Office Clerk supports the daily operations of Hilliar Township by performing administrative and clerical tasks, maintaining records, and assisting with township communications and meetings.

Key Responsibilities:

- Perform general office duties, including answering phones, managing emails, and greeting visitors
- Assist in preparing agendas, notices, minutes, and materials for township meetings
- Assist in organizing township records, including correspondence and meeting minutes
- Process incoming and outgoing mail
- Manage office supplies and inventory, ensuring adequate stock levels
- Handle cemetery purchases and basic recordkeeping
- Support township departments with data entry, filing, and report generation
- Respond to inquiries from residents and provide accurate information about township services and policies
- Assist in maintaining the township's website and social media platforms with current information
- Ensure compliance with township policies and applicable laws regarding records management and confidentiality

Qualifications:

High school diploma or equivalent

Experience in administrative roles preferred

Proficient in Microsoft Office and office equipment

Strong organizational and communication skills

Schedule and Compensation:

Part-time position. Pay based on experience.