



Village of Glendale, Ohio  
30 Village Square  
Glendale, Ohio 45246

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## JOB POSTING

**Title:** Administrative Clerk  
**Department:** Administration  
**Reports to:** Village Administrator  
**Pay range:** \$20.00 – \$23.00/hour, DOQ

### Responsibilities

- Provide professional and courteous customer service as the first point of contact for the Village, both over the phone and in person to Village residents and visitors to the Village Office
- Prepare and process quarterly utility bills for the Village of Glendale Utility Department
- Receive and record Village revenues, ensuring proper posting and recording for entry by the Finance Director
- Assist with posting of materials to the Village website and email newsletter
- Process building and zoning permit applications, collect fees, release permits, and maintain records
- Other duties as assigned

### Minimum experience and requirements

- Minimum high school diploma or GED, bachelor's or college coursework preferred
- 1-3 years of experience in customer service environment, customer account management experience highly preferred
- Local government or public service experience or interest highly preferred
- Ability to utilize computer systems and software, including Microsoft Office and OneDrive
- Completion of background check and drug screening, with favorable results
- Valid driver's license

### Pay & Benefits

This position is a full-time, hourly position working 40 hours weekly. Pay range of \$20.00-\$23.00 hourly. Health benefits, including medical, dental, vision insurance and HSA available. Pension plan through OPERS. Vacation, personal and sick leave provided.

### Application information

Please visit [www.glendaleohio.org/apply](http://www.glendaleohio.org/apply). This position is open until filled. Applications and other documents may be submitted by email to [dlumsden@glendaleohio.org](mailto:dlumsden@glendaleohio.org). The Village of Glendale is an Equal Opportunity Provider and Employer.

### About the Village of Glendale

The Village of Glendale is a historic residential community of approximately 2,300 residents. One of America's first planned communities, the Village is home to several large public parks, a vibrant Village Square with shopping and dining, a well-maintained Historic District and its own water and wastewater facilities.