

Mayor's Court/Zoning Clerk

The Village of Williamsburg is seeking applications for a part-time Mayor's Court/Zoning Clerk. The successful applicant will perform a variety of clerical duties related with case filings, Mayor's Court and ensures compliance with the Village Ordinances through code enforcement of residential and commercial properties.

Qualifications include but are not limited to clerical experience and basic knowledge of Zoning and Housing Code. Requirements include high school diploma or equivalent and a valid Ohio Driver's License. Qualified applicants must pass a background check and physical exam including drug and alcohol screen. Pay range depending on qualifications. Ideal candidates will possess the ability to communicate effectively with elected officials, employees and general public.

Applications and job descriptions are available at the Community Building, 107 West Main Street, Williamsburg, Ohio 45176, or downloaded from our website at williamsburgohio.org and returned to the Village Administrator. Applications will be accepted until the position is filled, but preference will be given to applications received prior to September 3, 2021.

EOE/ADAAA