

VILLAGE OF RIO GRANDE

JOB POSTING

The Village of Rio Grande is now accepting applications and resumes for (1) Full-Time Water/Sewer/Court Clerk. Pay will be based on experience and qualifications for 36 hours per week. Benefits include Ohio Public Employees Retirement System (OPERS), sick, vacation, and personal leave, single health insurance, and single life insurance. Background check and bond insurable required. **Applications and resumes will be accepted until the position is filled.** Submit to The Village of Rio Grande Municipal at 174 East College St, Rio Grande, OH 45674 (drop box) or email to dratliff@rgvillage.org. Please call 740-245-5822 opt 4 with questions.

Water/Sewer/Court Clerk

JOB DESCRIPTION-GENERAL

This position shall include, but shall not be limited to, the following general requirements:

1. The Water & Sewer Clerk shall be responsible to:
 - A. Serve as recording clerk at all Board of Public Affairs meetings.
 - B. Maintain accurate records of proceedings of Board of Public Affairs meeting and providing such records to Village Council.
 - C. Execute correspondence and communications as deemed necessary by the Board of Public Affairs.
 - D. Provide and maintain proper and correct ledgers, receipts, accounts, invoices, and journals related to collection and dispersion of water and sewer revenues and expenses for all activities of the Water and Sewer Departments.
 - E. Maintain all records according to correct and acceptable accounting principles.
 - F. Submit periodic reports to the Board of Public Affairs and the Village Council as prescribed by law and standard practices.

2. The Court Clerk shall be responsible to:
 - A. Be responsible and make daily deposits for all money received for Mayor's Court.
 - B. Assign court case numbers to all citations.
 - C. Attend Court and type agendas for Court every 4th Wednesday.
 - D. Report findings to Ohio BMV.
 - E. Enter all court cases on the criminal docket.
 - F. Work up monthly reports for the State Treasurer, Mayor, and Council of all monies received in the month.
 - G. Issue monthly checks.
 - H. Reconcile bank statements monthly.
 - I. Be responsible for keeping track of all citations issued.
 - J. Be responsible for year-end reports.
 - K. Be responsible for ordering supplies for Mayor's Court.
 - L. Assist the Police Department in conjunction with the Clerk of Clerk duties by taking phone calls for the police department and keeping records of the police department as needed.

3. In addition to the generally outlined requirements listed above, specific duties are required of the Water/Sewer/Court Clerk.

The Water/Sewer/Court Clerk shall report directly to the Board of Public Affairs regarding water and/or sewer business and Mayor and/or Council regarding Mayor's Court business.

POSTED August 22, 2024

EMPLOYMENT / JOB APPLICATION

PERSONAL INFORMATION

FULL NAME: _____ DATE: _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

E-MAIL: _____ PHONE: _____

SOCIAL SECURITY NUMBER (SSN): _____ - _____ - _____

DATE AVAILABLE: _____ DESIRED PAY: \$ _____ HOUR SALARY

POSITION APPLIED FOR: _____

EMPLOYMENT DESIRED: FULL-TIME PART-TIME SEASONAL

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? YES NO*

HAVE YOU EVER WORKED FOR THIS EMPLOYER? YES* NO

*IF YES, WRITE THE START AND END DATES: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES* NO

*IF YES, PLEASE EXPLAIN: _____

EDUCATION

HIGH SCHOOL: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? YES NO DIPLOMA: _____

COLLEGE: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? YES NO DEGREE: _____



OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

PREVIOUS EMPLOYMENT

EMPLOYER 1: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

STARTING PAY: \$ _____ HOUR SALARY ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 2: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

STARTING PAY: \$ _____ HOUR SALARY ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 3: _____



Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____

Street Address

Apt/Suite

City

State

Zip Code

STARTING PAY: \$ _____ HOUR SALARY ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

REFERENCES
(PROFESSIONAL ONLY)

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

MILITARY SERVICE

ARE YOU A VETERAN? YES NO

BRANCH: _____ RANK AT DISCHARGE: _____



FROM: _____ TO: _____

TYPE OF DISCHARGE: _____

IF NOT HONORABLE, PLEASE EXPLAIN: _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? YES NO

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____ DATE _____

PRINT NAME _____