



DEPARTMENT OF HUMAN RESOURCES
CITY OF BOWLING GREEN

March 10, 2022

FOR IMMEDIATE RELEASE:

RE: Job Posting

CITY OF BOWLING GREEN, OHIO
CLERK OF COUNCIL
(Non-Bargaining Pay Grade 2 -: \$26.36 - \$30.16/hour)

This hourly, non-bargaining full-time position is responsible for providing administrative and clerical support to the City Council and City Attorney, and performing tasks in accordance with the Ohio Revised Code regarding the functions of City Council. Prepares legislative packages; assists in the research and writing of legislation; once legislation is passed, distributes same to various departments and offices. Attends Council and Council committee meetings, public hearings etc.; prepares agendas, minutes, and other required documents; maintains the same. Maintains and files in paper and/or digital form, City Codified Ordinances, permanent records of City Ordinances, resolutions, City Attorney files, etc. Processes annexations and assists in the preparation of required documents; distributes the same. Process and responds to various legal filings and associated documents. Processes and assists in the preparation and filing of contracts. Process public records requests; prepares the same. Greets the public, answers phones, schedules meetings. Provides miscellaneous administrative support. Ability to use equipment and software necessary to record meetings and to prepare minutes and other appropriate documentation. Ability to use spreadsheet, database, word processing and selected job-specific software. Work is typically performed in an office setting and is subject to pressure from deadlines. Must be able to work evenings on a regular basis. City Council meetings are held on the first and third Mondays of the month at 7 p.m., unless the Monday is an observed holiday. When the Monday is a holiday, then the meeting is held at 7 p.m. on the Tuesday that immediately follows. City Council also holds other meetings throughout the month; they are often, but not always, held immediately prior to the 7 p.m. meetings that are held on the first and third Mondays of every month. The Clerk must attend these additional meetings also. Two-year Associate degree or equivalent, paralegal certification and experience preferred; three to five years of senior level or executive level secretarial or administrative assistant experience; must maintain a valid Ohio Driver's license and have ability to driver; maintain valid Ohio Notary Commission; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

Interested persons must complete an application packet that is available either by visiting the Department of Human Resources of the City of Bowling Green at 304 N. Church St., Bowling Green, OH 43402-2399 or by accessing it online at: <https://www.bgohio.org/Jobs.aspx>. Resumés may be included, but will not substitute for a completed application. Application materials must be returned to the one of the following methods: by email to humanresources@bgohio.org, by fax to (419) 352-1262 or by US Mail or hand-delivery to the address above. Office hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. You may reach the Department of Human Resources by phone at (419) 354-6200. **The deadline for making application is 4:30 p.m. March 31, 2022.** AA/EEO