

The Village of New Madison is accepting applications for the position of Utility Clerk.

This is a part-time position consisting of in-office hours Monday through Friday from 10:00 a.m. to 2:00 p.m.

Qualifications include:

Prompt, reliable and trustworthy

Attention to detail

Excellent organizational skills

Preferred financial knowledge

Software Solutions software knowledge a plus

Public relations/customer service skills

This position pays \$15.00 per hour.

Applications are available on the village website www.villageofnewmadison.com

Please submit application and resume to:

New Madison Village Administration Building

P.O. Box 15

New Madison, OH 45346-000

Application deadline April 30, 2024