

**Account Clerk
City of Waterville**

The City of Waterville is accepting applications for the position of Account Clerk. This full-time position performs secretarial duties including front desk reception, answering incoming phone calls, coordinating special events, handling customer inquiries, accepting payments for sewer, water and other bills, assisting with zoning permit applications and taking minutes for various public meetings. Applications may be obtained from the City website waterville.org or at the Municipal Building, 25 N. Second St., Waterville OH 43566. Position description including requirements and qualifications also available on website. Starting salary is \$18.00 per hour, but final compensation based on experience. To receive full consideration, applications and other relevant information must be received on or before May 20, 2022. Resumes may be included; however, an original completed application form must be submitted to be considered. The City of Waterville is an Equal Opportunity Employer.