

CITY OF UNIVERSITY HEIGHTS

ASSISTANT CLERK (PART-TIME)

The City of University Heights is seeking a self-motivated part-time Assistant Clerk for the Council Department. Requires high school diploma or equivalent; professional training in office administration preferred; and at least two years clerical experience in a multi-task environment. Proficient knowledge of WordPerfect and Word software required; minute taking and transcribing skills required; knowledge of municipal record keeping procedures preferred; excellent public relations skills a plus. Salary to be determined based on experience. Resumes will be accepted until November 30, 2011.

**Send resume to:
Nancy E. English, Clerk of Council
City of University Heights
2300 Warrensville Center Road
University Heights, Ohio 44118**

The City of University Heights is a drug-free workplace and an equal opportunity employer.

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