



# Greenhills Police Department

11000 Winton Road  
Greenhills, Ohio 45218

**Jim A. Howarth**  
CHIEF OF POLICE



513-825-2101

[www.greenhillspd.org](http://www.greenhillspd.org)

*Members of the Greenhills Police Department, in partnership with our citizens, will excel in providing dependable and professional service to ensure the safety of our community.*

**Our Values:** Integrity - Honor - Respect - Excellence - Accountability

April 30, 2024

## **Job Opening:** Mayor's Court Clerk/Police Clerk

Salary Range: \$17.72 to \$20.28

The Greenhills Police Department is dedicated to serving and protecting the community. We are committed to upholding the law and ensuring the safety and well-being of all residents.

We seek a qualified individual to join our team as a. This position is vital in supporting the police department and the mayor's court by managing administrative tasks and facilitating the legal process. The position requires knowledge of RCIC/LEADS/NCIC computer operations, court processes and procedures, legal terminology, bookkeeping skills, and strong verbal and written communication skills. Work hours: 7:30 a.m. until 4:00 p.m. It would require working one evening every three weeks for the Mayor's Court.

If you are interested in joining our team as a **Mayor's Court Clerk/Police Clerk**, please send your resume and a cover letter outlining your qualifications and why you are a good fit for the position to Lt. Anne Ward, Village of Greenhills, 11000 Winton Road, Greenhills, Ohio 45218 or **email** to [a.ward@greenhillspd.org](mailto:a.ward@greenhillspd.org)

If you have additional questions, contact Lt. Ward at 513-825-2101.

Greenhills is an Equal Opportunity Employer



*An Internationally Accredited Law Enforcement Agency*