



Job Announcement and Description

ADMINISTRATIVE CLERK

City of Carlisle, Ohio (est. pop. 5,500), a chartered city located southwest of Dayton in both Montgomery and Warren Counties, is accepting applications for a full-time Administrative Clerk.

This position supports the daily operations of the Community Development Department, including work in the Utility Office and Income Tax Office, under the limited direction of the Community Development Director.

Essential Functions

Performs a variety of clerical, data processing, accounting, and customer service duties to assist in the efficient operation of the Community Development Department, Utility Office, and Income Tax Office.

Examples of Duties

(The following examples illustrate typical duties. Not all duties may be performed, and additional tasks may be assigned.)

- Process permits and permit payments.
- Prepare monthly permit reports.
- Assist residents with permit inquiries.
- Perform daily cash, check, and credit card reconciliations and reporting.
- Prepare materials and agendas for Planning Commission and Board of Zoning Appeals meetings.
- Publish legal notices for public hearings.
- Process park shelter rental requests and payments.
- Update the City's website with current permit information, forms, and announcements.
- Serve as the primary backup for the Utility Clerk, Tax Administrator, and Court Clerk, performing their duties on a limited basis as needed.
- Open and sort utility payments (water, sewer, and refuse) received by mail, drop box, in-person, or electronically.
- Process and post utility payments into the utility billing software.
- Open and sort income tax returns received by mail, drop box, or in-person.
- Assist in auditing income tax returns.
- Process income tax payments into the income tax software.
- Answer and assist customers in person and over the phone.
- Perform all other duties as assigned.



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Additional Examples of Work Performed

- Respond to citizen inquiries and complaints.
 - Attend meetings and training seminars as necessary.
 - Perform duties of the Utility Clerk when required.
 - Complete other related duties as assigned.
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Desirable Knowledge, Skills, and Abilities

- Strong interpersonal skills and the ability to work effectively with City officials, staff, and the public.
 - Ability to maintain accurate records and prepare clear, comprehensive reports.
 - Experience handling cash and processing payments.
 - Knowledge of City geography, state and local ordinances, and administrative procedures.
 - Proficiency with office equipment, including computers, copiers, calculators, fax machines, and telephones.
 - Ability to follow complex written and oral instructions.
 - Excellent organizational and multitasking abilities.
 - Ability to exercise discretion and handle confidential information appropriately.
 - Skill in dealing tactfully and courteously with the public.
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Desirable Training and Experience

- Graduation from an accredited high school (or equivalent), supplemented by experience in clerical or administrative work—preferably in a public service, court, or related setting.
 - Any combination of education, training, and experience that provides the required knowledge, skills, and abilities will be considered.
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Necessary Requirements

- Possession of, or ability to obtain prior to appointment, a valid Ohio Driver's License and reliable transportation.



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- Availability to work occasional evenings and weekends as required.
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Compensation, Benefits, and Classification

- Starting Pay Range: \$18.95 – \$20.11 per hour (dependent on qualifications and education).
 - Benefits: Full benefits package, including participation in the Ohio Public Employees Retirement System (OPERS), medical, dental, and vision insurance, life insurance, paid holidays, vacation, sick leave, and personal leave.
 - Classification: Non-exempt, classified staff position.
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How to Apply

Submit a completed application to:

City of Carlisle

Attn: Elayna Myers

760 W Central Avenue

Carlisle, OH 45005

HR@carlisleoh.gov

Email submittals are preferred but not required.

All candidates are subject to a post-offer, pre-employment physical and drug test.

Timeline

The position is open until filled.

First review of applications will begin on December 1, 2025.

Equal Opportunity

The City of Carlisle is proud to be an Equal Opportunity Employer.



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