

JOB POSTING



Oakwood Village

Job Title:	Full-Time Clerk of Council	Job Category:	Not applicable
Department/Group:	Council	Schedule	40 hours per week Flexible Work Hours
Location:	Village Hall	Travel Required:	Less than 5%
Level/Salary Range:	\$38,000 - \$45,000 Excellent benefits	Position Type:	Full-time non-exempt
Contact:	Evan Garrett	Date Posted:	January 20 th , 2026
External Posting URL:	Village Website		

Applications Accepted By:

EMAIL:

Email: egarrett@oakwoodvillageoh.com
Subject Line: Clerk of Council

MAIL -OR- IN PERSON

Evan Garrett, Assistant Clerk of Council
Village of Oakwood
24800 Broadway Avenue
Oakwood Village OH 44146

IF IN PERSON, IT MUST BE BY 4:30P.M. BUSINESS DAY

Job Description

The Council of the Village of Oakwood is accepting resumes for the full-time position of Clerk of Council. Responsibilities include a wide variety of administrative and secretarial duties in administering the Village Council office. Job duties include but are not limited to: Attending twice- monthly Council meetings to call roll, accurate transcription of public meetings within the legal time frame, record votes; conducting research on behalf of Council; preparing meeting agendas; processing legislation; keeping the Council calendar and performing all clerical-related duties pertaining to Village Council.

Superior oral and written communication skills, computer skills and organizational skills required. The Clerk must be self-motivated, un-biased and conduct themselves in a professional manner.

At a minimum, candidates must have at least a high school diploma or GED; Associate Degree in Political Science, Secretarial Science, CMC, or related field preferred; three to five years' experience as an executive assistant to multiple senior or elected officials at one time while remaining impartial; municipal experience desirable. An equivalent combination of education and experience which provides the skills and abilities necessary to perform the position may also be accepted. Municipal Clerk Certification (CMC) from the International Institute of Municipal Clerks is preferred but not required as long as the applicant is committed to acquiring the CMC designation and willing to attend specific educational opportunities to acquire it.

Job hours are flexible and involve evening hours. Qualified applicants may submit a resume, a letter of interest and a completed application via e-mail to Evan Garrett (egarrett@oakwoodvillageoh.com). Resumes will be accepted until 4:00 pm on February 11th, 2026.

ADDITIONAL NOTES

The Village of Oakwood is an Equal Opportunity-Affirmative Action Employer