



28 East Main Street  
West Jefferson, OH 43162

## **Building & Zoning Clerk**

The Village of West Jefferson is accepting applications for a Part-Time Building & Zoning Clerk. This position will provide administrative and clerical support for the Department of Development, and will also provide public service at the counter for the Building and Zoning Department at the City of London. A high school diploma or GED. Three to five years' experience in an equivalent position is preferred. Good communication skills and excellent customer service skills. The pay range for this job classification is \$17.49 to \$21.80 for the 2022 year.

The Village of West Jefferson is an equal opportunity employer and offers a competitive wage and benefit package. A detailed job description may be obtained at the Department of Development office located at 28 E. Main Street, West Jefferson, Ohio 43162. Applicants should submit a resume and completed employment application via mail or e-mail to Human Resources at [jtiberio@westjeffersonohio.gov](mailto:jtiberio@westjeffersonohio.gov) or fax to 614-879-5226.