

Harpersfield Township Zoning Clerk

Job Description

Position Summary

The Harpersfield Township Zoning Clerk serves as the recording secretary for the Harpersfield Township Zoning Commission and the Board of Zoning Appeals (BZA). This position is responsible for attending all regularly scheduled meetings, public hearings, and special meetings; recording and preparing accurate meeting minutes; maintaining official records; and providing administrative support to the Zoning Administrator as needed.

Essential Duties and Responsibilities

- Attend all regular meetings, public hearings, and special meetings of the Harpersfield Township Zoning Commission and the Board of Zoning Appeals (BZA).
- Record, prepare, and distribute accurate meeting minutes in a timely manner.
- Maintain official records, minutes, resolutions, and other documents for the Zoning Commission and BZA.
- Assist the Zoning Administrator with administrative tasks as needed, including preparing correspondence and organizing meeting materials.
- Prepare agendas and meeting packets as directed by the Zoning Administrator.
- Maintain organized and accurate records in accordance with township policies and applicable Ohio public records requirements.
- Respond professionally to requests from board members, township officials, and the public as directed.
- Perform other related duties assigned by the Zoning Administrator.

Qualifications

- High school diploma or equivalent.
- Excellent written communication, grammar, and proofreading skills.
- Ability to accurately record and prepare official meeting minutes.
- Strong organizational and time management skills.

- Proficiency with Microsoft Word, email, and standard office software.
- Ability to maintain confidentiality and exercise professionalism when working with township officials and the public.

Working Conditions

- Part-time position with primarily evening hours.
- Required attendance at monthly meetings, public hearings, and occasional special meetings.
- Light office and administrative work as needed.

Reports To

Zoning Administrator and Trustees

Employment Status

Part-time, hourly, non-exempt position. Hours vary depending on scheduled meetings, public hearings, special meetings, and administrative support needs.