



Village of South Lebanon
99 N. High Street, South Lebanon, Ohio 45065
513-494-2296 fax: 513-494-1656
www.southlebanonohio.org

JOB POSTING – UTILITY CLERK

Job Description

The Village of South Lebanon is seeking candidates for the full-time position of Utility Clerk.

The successful candidate must have completed high school or equivalent with training and/or experience in office practices and procedures and bookkeeping. The successful candidate will be responsible preparing, mailing and collecting public utility invoices as well as other duties. The candidate must be able to be bonded by the Village. The complete job description may be viewed at www.southlebanonohio.org.

Job Requirements

Application available at the South Lebanon Municipal Building,

99 N. High Street,
South Lebanon, OH 45065

8:00 a.m. to 4:30 p.m. M-F or online at www.southlebanonohio.org

Application deadline February 17, 2017.

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