

Full Time Police/Mayor's Court Clerk

The Village of Newtown is now accepting resumes for Full Time Police/Mayor's Court Clerk until Friday, January 11, 2013. The position requires but is not limited to: routine and complex clerical and administrative work, keeping of official records, maintaining court records and standards, maintaining warrants, handling of funds and record keeping/audit of funds. RCIC and LEADS certification is a plus. Must possess good personal skills, detail oriented and have high ethical standards. Must have a valid driver's license and be able to pass a background check and drug screen. Resumes can be mailed to the Village of Newtown, 3536 Church Street Newtown, Ohio 45244, Attention: Chief Tom Synan.