

AGENDA # O.4
Scio Township Board of Trustees
Approve a New Position and the Job Description of Administrative Clerk - General

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: 03/04/2026

PREPARED BY: Aurora Northrup

SUBMITTED BY: Human Resources

ITEM TYPE: Possible Action

BACKGROUND: With the expansion of duties of the Office Coordinator role, this Administrative Clerk - General position may support various departments with general office duties.

FISCAL IMPACT: \$48,569 - 53,074/year plus benefits

RECOMMENDATION: The Finance Director, HR Manager and Office Coordinator recommend approval.

MODEL MOTION: To approve a new position and the job description of Administrative Clerk - General.

ATTACHMENTS:

[Administrative Clerk-General_3-2026.pdf](#)

QUESTION: Shall this Motion be APPROVED?