

**THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING
EMPLOYMENT OPPORTUNITY: Part-Time City Clerk – External Posting**

General Summary: The City Clerk is appointed by, supervised by and serves at the pleasure of the City Council. The Clerk is the clerk of the City Council, the chief licensing, elections and voter registration officer of the City, and the custodian of City records and the City seal. The Clerk administers the oath of office to all appointed and elected officials. As department head, the Clerk performs a variety of office management activities, including supervision of staff. The work involves the ability to use discretion in handling confidential information.

Physical Demands: While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports. The typical work environment of this job is a business office setting where noise level is moderate. The job requires occasion travel to other work sites.

Eligibility Requirements: Must have an Associates degree with courses in business administration, accounting, public administration, political science or related field **plus** five (5) years of successful responsible experience in office management, banking, municipal record keeping, or accounting, including successful experience supervising general office, clerical, accounting or similar staff, preferably in a municipal or similar work environment. Equivalent combination of education and experience that provides the required knowledge, skills and abilities will also be considered. Preference may be given to a candidate with a Bachelor's degree in a related field and/or candidates with experience as the clerk for a local government agency (city, county, township) or deputy clerk. Must be able to establish and maintain effective working relations with government officials and employees, business owners and the general public. Must be able to coordinate and conduct a municipal election. Must have knowledge of city government procedures. Must have working knowledge of parliamentary procedure and knowledge of statutory document retention schedules. Must have knowledge of federal and state election statutes and mandatory election worker training. Must complete State election officials accreditation within one year, and maintain throughout employment in position. Preference may be given to a Certified Municipal Clerk. Must be a registered elector. Must be a citizen of the United States.

Must have and maintain a State of Michigan driver's license and a good driving record.

Salary: DOQ

- 20 – 30 hours per week

Date Posted: May 19, 2017

Application Deadline: June 9, 2017 at 5:00PM

To Apply:

- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax (866-522-9005), email (apply@cityofjackson.org), or by mail at:

City of Jackson
Human Resources Division
161 W Michigan Ave
Jackson, MI 49201

**** EQUAL OPPORTUNITY EMPLOYER ****