

Deputy Clerk Milford Township

Milford Township, Oakland County Michigan, population 16,160. Salary Range \$39,427 – 49,239.

Milford Township is seeking a professional individual for the position of Deputy Clerk. Prior office experience required, municipal experience preferred. This position reports to and works closely with the Clerk.

Responsibilities and skills include but are not limited to excellent interpersonal and customer service abilities, written and oral communications. Good working knowledge of Microsoft Office programs. Self-motivated, problem solver, with ability take direction and work independently as needed. Strong attention to detail and an interest in local government and elections. Must be able to multi task and work with accuracy and poise under pressure. Ability to attend monthly evening meetings and evening election training sessions a must.

Position notice and job description available at www.milfordtownship.com.

Qualified applicants should submit a cover letter of interest and resume to the Charter Township of Milford, attention of Holly Brandt, Clerk, 1100 Atlantic Street, Milford, Michigan, 48381. Must provide three written references upon request. Milford residency is not a requirement.

Applications accepted until December 29, 2017 or until the position is filled.