

## **Sumpter Township, MI Employment Opportunity**

### **EMPLOYMENT OPPORTUNITY POSTING**

Sumpter Township is currently accepting resumes for the position of **Permanent, Part-time Clerk's Office Assistant**. This position will report to the Clerk's Office and will support all activities and services as directed by the Clerk or the Clerk's Designee.

Please visit our Township WebSite at "[www.sumptertwp.org](http://www.sumptertwp.org)", COMMUNITY/JOB OPENINGS for this position posting and our Township Employment Application.

This position is a part-time AFSCME-Union employment, which offers an hourly wage of \$22.87 and will work a varying schedule of up to 29 hours per week. The successful candidate will possess the qualifications and skills to successfully perform in a fast-paced, multi-tasking environment and may have some experience in Municipal Government, Processes & Regulatory Knowledge, a strong math aptitude, excellent verbal & written communication abilities, strong detail orientation and organizational skills.

Please submit application, resume and cover letter to ATTN: Human Resources, 23480 Sumpter Rd, Belleville, MI 48111.

Sumpter Township is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

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