



Sumpter Township Employment Opportunity EMPLOYMENT POSTING

Sumpter Township is currently accepting resumes for **Clerk's Office Assistant.**

The position reports to the Sumpter Township Clerk and is responsible for performing related functions within the Township, providing services to residents and as otherwise directed. For a comprehensive list of duties and further information, please visit the Township website: www.sumptertwp.org.

This is a full-time position with a starting salary of \$27.77. Competitive compensation package will include available benefits such as medical, dental, optical and more.

The successful candidate will have the desired experience of at least two years relevant experience, including secretarial and computer skills experience, with a government entity background is preferred. BS&A software skills preferred, word processing and typing skills. The ability to complete the Michigan Bureau of Elections Accreditation Program and the Qualified Voter File Certification within six months of the date of hire and maintain certifications.

Please submit cover letter, resume and application by August 29, 2025 to ATTN: Human Resource, 23480 Sumpter Rd, Belleville, MI 48111 or email to: debbienogle@sumptertwp.org.