

Employment Opportunity
Clerk's Office Assistant
(Full-Time)



Sumpter Township
23480 Sumpter Road
Belleville, MI 48111
www.sumptertwp.org

First Review of Applications:

8/29/2025

Sumpter Township is an equal opportunity employer, seeking applicants without regard to race, gender, or other protected status.

ABOUT THE POSITION

Sumpter Township is seeking an individual for a full-time Clerk's Office Assistant in the Township Clerk's Office. Responsibilities include assisting the Clerk's Office with coordinating all elections, maintains the Qualified Voter File, back-up the Deputy Clerk maintaining the website, distributes incoming mail, processes and issues licenses and permits, including but not limited to the business, peddlers, special events, and water contractors.



WAGES AND SCHEDULE

This is a full-time hourly position with starting wage of \$27.77. This position will have a schedule of 40 hours per week and may be required to work overtime as needed. The days of work is Monday – Friday, if needed weekends.

The Township offers a comprehensive benefits package, including major medical, dental, optical, retirement investment with a 4.97% MERS employer/employee 8% contribution.

CULTURE AND WORK ENVIRONMENT

Sumpter Township offers an inclusive work environment that emphasizes teamwork and dedication to the community. Employees are provided flexibility and support in a rewarding fast paced office. The work environment for this position works primarily indoors. For a complete job description visit: www.sumptertwp.org/job-openings.

ABOUT SUMPTER TOWNSHIP

Sumpter Township is a rural community of 9,549 residents in the southwest corner of Wayne County, midway between the urban areas of Ann Arbor and Detroit. It encompasses an area of approximately 37.5 square miles.

The community consists of diverse ethnic and socio-economic backgrounds and the residents take pride in their surroundings of woodlands, wetlands, prairies and agricultural lands. Roadside stands with fresh farm produce, horseback riding trails at Crosswind Marsh Preserve, at Wayne County Park, and abundance of wildlife, are all amenities of the "country life" Sumpter Township is located in southwest Wayne County Michigan and its boundaries are defined by Rawsonville Rd, Oakville Waltz Rd, Clark Rd. and Bemis Rd.

Sumpter Township has an annual budget of \$13, 761,775.00 for fiscal year 2025-26.

MINIMUM QUALIFICATIONS

This position's candidate will possess the following;

- Evidence of high school completion and at least two years' relevant experience, including secretarial and computer skills experience, with a government entity background preferred.
- BS&A software skills preferred.
- Word processing and typing skills preferred
- 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.
- Valid driver's license

TO APPLY

Please submit a resume and a completed employment application and return to Debbie Nogle, HR Specialist at hr@sumptertwp.org or mailed to Sumpter Township, Attn: HR, 23480 Sumpter Road, MI 48111.

Applications will be accepted until the position is filled, with the first review of applications taking place the week of September 1, 2025.