

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Clerk Typist III City Clerk's Office

SALARY RANGE: Grade E Pay Range: \$34,514 - \$42,481;
Excellent benefit package, including medical, dental, vision, retirement; holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES:

- Answer incoming telephone calls and assist the public at the service counter regarding various departmental functions, such as garage sales, business licenses, vital records, and elections. Refer non-routine inquiries to appropriate staff.
- Assist in daily processing of voter registration materials and in processing absentee voter applications.
- Assist in the preparation and administration of election duties
- Provide clerical assistance to other departmental staff as directed.
- Assist with the Business License Module, database management, renewal applications and process.
- Perform related clerical duties as assigned

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD:

- Must be high school graduate or equivalent. Business/Clerical classes in high school or college a plus.
- Must have minimum of three (3) years clerical experience
- Ability to operate departmental equipment and gain proficiency in departmental computer programs; skill in Microsoft Word, Excel, and data entry skills
- Good attention to detail and ability to ensure accuracy; proofreading/checking skills
- Courtesy and positive public service attitude in dealing with the public and co-workers; good judgment in handling questions and referring problems to supervisors.
- Demonstrated organization and multiprocessing skills required to handle multiple tasks and projects simultaneously.
- Must be available for mandatory overtime during elections and other peak periods as necessary
- Basic knowledge of the functions of the City Clerk's Office and general knowledge of the City of Southfield is desirable.
- Must successfully complete the applicable clerical skills battery.

The selection process will include a review of the applicant's experience for posted requirements, criminal history check, skills test, an oral board interview, and a background investigation. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience, training, and/or certification.

APPLY AT: City of Southfield, Human Resources Department
26000 Evergreen Road, Southfield, MI 48076

Complete application package may be downloaded from the City's website at www.cityofsouthfield.com
City of Southfield application packets must be received in the Human Resources Dept no later than 10:00 a.m.

May 31, 2019

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Vr DATED: May 10, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.