

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

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

JOB CLASSIFICATION: Administrative Clerk III – Facilities Maintenance

SALARY RANGE: Part Time Non-Career: \$12.00 - \$18.00 per hour
(Maximum of 19 hours per week)

JOB DUTIES:

- Handle internal and external calls regarding invoice payments and service request.
- Assist with monitoring and preparing all timekeeping/payroll reports for the department.
- Enter invoices and requisitions in the accounting system as directed.
- Order office supplies and maintain inventory as needed.
- Assist Office Supervisor on special projects and duties as assigned.
- Assist with new vendor request.
- Coordinates daily activities, calendars, and schedules for the department.
- Related duties as assigned

JOB REQUIREMENTS:

- High School Graduate or GED
- Experience with Microsoft Word and Excel; Must have capacity to learn Payroll software system.
- Courteous and positive attitude; good judgment in handling questions and referring problems to supervisors.
- Must possess the ability to perform high volume, multi-task duties during peak periods in an accurate and timely manner.
- Significant problem solving and organizational skills and the ability to work well under deadline pressure.
- Be able to pass a Clerical proficiency test which may include vendor, filing, and business math.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, a skills test, and an interview. 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.

APPLY AT:

Application package may be downloaded from the City of Southfield website at www.cityofsouthfield.com
Submit completed City of Southfield application packets to sfldjobs@cityofsouthfield.com no later than 5:00 p.m.

Friday, July 15, 2022

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

RL DATED: June 16, 2022



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or (248) 354-4831 (TDD) if auxiliary aids or services are needed. Reasonable advance notice is required.