

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

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

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**JOB CLASSIFICATION:** Administrative Clerk III – Planning Department

**SALARY RANGE:** Part Time Non-Career: \$15.00 - \$18.00 per hour;  
(Maximum of 19 hours per week)

**REPRESENTATIVE JOB DUTIES**

- General clerical including filing, data entry and customer service (i.e. answering and directing telephone calls, counter service, etc.)
- Receive, check and report employee payroll, vacation and time off requests
- Enter invoices and purchase orders in the Eden system, as directed
- Order office supplies and maintain inventory, when needed
- Assist with special projects as needed, such as audit prep, budget, etc.
- Related duties as assigned by Planning Director and Planning team members
- Support monthly Planning Commission and other board meetings including processing support materials, agendas, legal notices and administrative site plans as required.
- Attend weekly team meetings via telephone, video conference or in-person.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD**

- High School degree or equivalent;
- 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.
- Demonstrates initiative and works well alone and in a team environment.
- Must possess the ability to perform high volume, multi-task duties during peak periods in an accurate and timely manner.
- 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:** City of Southfield, Human Resources Department,  
26000 Evergreen Road, Southfield, MI 48076

**A Completed City of Southfield application packet is required to be considered for this position.**

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)  
Completed applications can be emailed to: [sfldjobs@cityofsouthfield.com](mailto:sfldjobs@cityofsouthfield.com)

**This is a “continuous” recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.**

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

JS: July, 20 2021



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](mailto:hrrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.