

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

*The City of Southfield is current seeking qualified candidates for the following position:*

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**JOB CLASSIFICATION:** Clerk II – Fiscal Services

**SALARY RANGE:** TPOAM Grade D Pay Range: \$33,618- \$41,379;

Excellent benefit package: including medical, dental, vision, life insurance, retirement, holidays, vacation, and more.

**REPRESENTATIVE JOB DUTIES**

- Answer incoming telephone calls and assist the public & vendors regarding purchasing, budget, and accounting. Refer non-routine inquiries to appropriate staff.
- Initial point of contact for walk-in inquiries at service counter.
- Perform routine filing for the department, including document scanning and electronic records management.
- Distribution of Purchase Orders, Tax Exemption Certifications, and department-generated financial reports.
- Process department invoices for payment.
- Mail handling and distribution
- Complete credit applications for review by Purchasing Agent.
- Participate in special projects as needed and other duties as assigned.

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

- Must be high school graduate or equivalent.
- Must have minimum of two (2) years clerical experience, with emphasis on customer service.
- Familiarity with Microsoft Office products (Word, Excel, Outlook)
- Requires ability to quickly gain proficiency with the City's financial software programs.
- Good judgment in handling questions and ability to know when to refer problems to the supervisor.
- Must possess problem solving and organizational skills and the ability to perform high volume, multi-task duties during peak periods in an accurate and timely manner; work well under pressure of deadlines and changing priorities.
- Excellent verbal and written communication skills;
- Courtesy and positive attitude in dealing with the public and co-workers.
- Must successfully complete the skills test battery related to this position.

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

Upon gaining proficiency and increased independence in job responsibilities, working knowledge of relevant operations, and minimum 1 year in position, employee may be eligible for consideration for reclassification to Clerk III.

**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](http://www.cityofsouthfield.com)

**City of Southfield application packets must be received in the Human Resources Dept no later than 5:00 p.m.**

**Friday, August 30, 2019**

**Current TPOAM members who wish to be considered for this position must apply by 10:00 A.M. August 26, 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: August 15, 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](mailto:hrrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.