



WEXFORD COUNTY, MICHIGAN

Human Resources Office, 437 E. Division, Cadillac, MI 49601 231-779-9452 231-306-0150 FAX

Position Available – Internal/External Job Title: Deputy County Clerk – Elections Clerk

Department: County Clerk's Office

Classification: Full-Time (37.5 hrs /wk)
Full Benefits
TPOAM Union
Level 5

Benefits Include: Hybrid Pension – 5% employee contribution
Health, Dental & Vision Insurance – 10% employee contribution
Paid Holidays, Vacation & Medical Leave
Life Insurance
Short-term Disability Insurance

Hourly Wage: \$ 15.41– \$ 19.23 per hour

Qualifications:

- Ability to assist County Clerk in a wide variety of clerical, administrative and other activities involving the Clerk's Office and Circuit Court
- Ability to work independently, without direct supervision
- Ability to effectively communicate with the public and fellow employees
- Ability to prepare complicated monthly and quarterly reports as required
- Extensive knowledge of a wide variety of computer skills
- Ability to operate office equipment, including computer, typewriter, calculator, copier, and printer
- Thorough knowledge and experience in office practices and procedures
- Considerable knowledge of bookkeeping methods and practices
- Ability to multi-task, comprehend and follow directions
- Familiarity with court documents
- Knowledge about elections
- High school diploma or equivalent
- Minimum one-year experience in a position performing clerical work

Supervision: County Clerk

Application Due: Wednesday, August 10, 2022, by 4:00 p.m. to the Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI 49601.

Posted: July 27, 2022