



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

Classification: Level 4
Part-time (20-25 hours/week)
TPOAM

Department: County Clerk's Office

Hourly Wage: \$14.97 - \$18.68

- Qualifications:
- Thorough knowledge and experience in departmental practices and procedures.
 - Considerable knowledge of modern office and bookkeeping methods, practices, and procedures.
 - Considerable knowledge of county organization, operations, and personnel.
 - Thorough knowledge of the legal requirements involved in handling official documents and in the conduct of elections.
 - Thorough knowledge of Circuit court clerical and administrative procedures.
 - Skills in the operation of all normal office equipment.
 - Ability to work effectively with officials, other employees and the general public.
 - Ability to use extreme discretion in the handling of confidential and suppressed Court records.

Supervision: County Clerk

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

Posted: August 3, 2022