

CITY OF HARPER WOODS  
19617 HARPER AVENUE  
HARPER WOODS, MI 48225  
313-343-2510

Job Title: Part-time Office Clerk

Department: City Clerk

Reports to: City Clerk

Effective Date: Until Filled

Starting Salary: \$18.80

Position Summary:

Under the direction and supervision of the City Clerk, a Part-time Office Clerk serves to answer telephones and respond to inquiries via telephone or email, perform administrative tasks, including filing and photocopying, write emails, memos and letters, order and maintain supplies, organize and distribute messages, occasionally serve as the Recording Secretary, perform Election related activities, create or assist with all public notices and maintain confidentiality of sensitive or personal information.

Duties/Responsibilities:

Assists in preparing and processing correspondence, mass mailings, notifications, records, documents, reports, statements, and information requests as well as obtaining information from a variety of sources.

Assist the City Clerk with the assembly of City Council packets and agendas and minutes for all Boards and Committees for which the Clerk serves as liaison. Occasionally required to serve as Recording Secretary.

Operates personal computers, telephones, copiers, scanners, label printers, postage meters, and other general office equipment as necessary to complete essential functions, including the use of word processing, spreadsheet and database system software.

Independently handles routine administrative matters; records and transcribes correspondence, records and reports. Handles frequent public contacts; performs related work as apparent or assigned.

Required Skills/Abilities:

Must be able to communicate effectively, in writing and in face-to-face interactions, by using active listening skills, common sense, and respect.

Must have excellent organizational skills and attention to detail.

Ability to prioritize tasks and function well in a high-paced and at times, stressful environment.

Education and Experience:

High school diploma or equivalent.

Two years general office experience, preferably in a municipal setting.

Applications:

Applications may be obtained at Harper Woods City Hall or by downloading from the City's website ([www.harperwoodscity.org](http://www.harperwoodscity.org)). Please send a completed application, a cover letter, and a current resume to: [lfrank@harperwoods.net](mailto:lfrank@harperwoods.net).

Or mail it to:

City Clerk's Office

19617 Harper Avenue

Harper Woods, MI 48225

Deadline: Applications will be accepted until the position is filled but those received by July 25, 2022 will be given first priority.

The City of Harper Woods is an equal opportunity employer.