

Charter Township of Redford

15145 BEECH DALY ROAD • 313-387-2760 • FAX 313-387-2711 • REDFORD, MICHIGAN 48239
www.redfordtwp.com



Tracey Schultz Kobylarz, Supervisor
Garth J. Christie, Clerk
Lily Cavanagh, Treasurer

DONALD E. WOOD
Township Superintendent

Trustees
Adam Bonarek
Linda Jackson
Elizabeth Kangas
Kim Taylor

OFFICE CLERK II

The Charter Township of Redford is accepting applications for two vacancies in the position of Office Clerk II. This position is part of the MAPE Union and housed within our Clerks Office & Department of Public Services. Employees in this class perform clerical duties pertinent to the office or department, where typing is an incidental skill, and perform related work.

Hourly Rate: \$17.28 per hour (subject to yearly increase based upon contractually guaranteed pay rate). Medical, Dental, Vision, Life, and Retirement Plans are available.

NOTE: A copy of your diploma, high school transcripts or G.E.D. must be presented if you are invited to interview.

Completed applications only will be considered for the position. Resumes in lieu of an application will **NOT** be considered. To obtain an application apply in person **Monday through Friday from 9:00 A.M. to 4:00 P.M.** or you may download our general employment application from our website, www.redfordtwp.com. Send complete applications to:

**REDFORD TOWNSHIP PERSONNEL DEPARTMENT
15145 BEECH DALY ROAD
REDFORD MI 48239
(313) 387-2760**

Position will remain open until a qualified candidate is hired.
**THE CHARTER TOWNSHIP OF REDFORD IS AN EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER.**

Redford Township Employees'
Civil Service Commission

OFFICE CLERK II

General Description

Employees in this class perform clerical duties pertinent to the office or department, where typing is an incidental skill, and perform related work.

Examples of Work

- Perform routine office work requiring accuracy of detail in one or more of the capacities described below:
- Issue, receive and process permits and licenses; receive monies and issue receipts for taxes and fees.
- Serve as office clerk for Township officials.
- Relate information to the public concerning the tax, permit and registry procedures.
- Refer citizen problems and complaints to the proper officials, expediting those of an emergency nature.
- Open and distribute mail; collect, process and send mail.
- Make file searches, pull and refile documents and maintain files.
- Perform incidental typing and operate office machines, to include computer terminal, as required.
- May provide routine secretarial services.
- Other duties may be assigned from time to time as the need arises.

Experience and Education Requirements

High school diploma or G.E.D. Certificate. One year of office experience.

Typing ability, 40 wpm.

Ability to compare names and numbers accurately and to make arithmetic computations.