



TEMPORARY CLERICAL POSITIONS

The Charter Township of Redford is accepting applications for the purpose of creating an eligibility list for vacant clerical positions that may occur within the next 12 months. Employees in this class perform clerical duties pertinent to the office or department, where typing is an incidental skill, and perform related work.

Minimum Salary temporary positions: Starting, \$10.50/hr

Among the Requirements: Keyboarding at a minimum of 40 words per minute, proficient in the use of the Township's current software and a high school diploma or G.E.D. Two years of experience in financial data entry, bookkeeping, or closely related responsibilities.

Candidates must submit a completed application **along with a copy** of their high school diploma or G.E.D. to be considered. Resumes will **NOT** be accepted. Apply in person from 9:00 AM to 4:00 PM or you may download our application from our website at www.redfordtwp.com. Return completed applications to:

REDFORD TOWNSHIP PERSONNEL OFFICE
15145 BEECH DALY RD.
REDFORD, MICHIGAN 48239
(313) 387-2760

The Charter Township of Redford is an Equal Employment Opportunity Employer.