



TEMPORARY CLERICAL POSITIONS

The Charter Township of Redford is accepting applications for the position of Temporary Clerical. 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.

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

POSTING IS OPEN UNTIL FILED

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