



*Proud Heritage-Planned Future*

223 EAST GATES STREET  
ROMEO, MICHIGAN 48065  
586-752-4585 ~ Fax: 586-752-3870  
www.brucetwp.org

## **Job Posting Notice**

March 31, 2022

Position available in the Clerk/Elections Department as follows:

**Class:** Clerical

**Salary/Benefits:** \$15.75 Hourly wage

As a new employee, you are subject to paid time off.

You will be provided with 5% Pension.

**Department:** Clerk/Elections

**Hours:** 8:30am-4:30pm Monday-Wednesday-Thursday unless otherwise instructed

**Start Date:** April 11<sup>th</sup>

### **Job Duties:**

Sewer:

1. Monthly Billing
2. Quarterly Billing
3. Springbrook
4. Final Bills
5. New Accounts

Qualified Voter File:

1. In-Box
2. File Master Cards Active/Cancelled
3. General Office Filing

Elections: Help as needed.

Other: Additional functions that may be assigned by the Clerk

**Interested Parties Should Send Resume to The Clerk**

**Susan Kraft [skraft@brucetwp.org](mailto:skraft@brucetwp.org)**