



Proud Heritage-Planned Future

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

Job Posting Notice

September 21,2022

Position available in the Clerk/Elections Department as follows:

Class: Clerical

Salary/Benefits: \$15.75 Hourly wage

You will be provided with 5% Pension.

Department: Clerk/Elections

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

Job Duties:

Water and 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