



JOB OPENING

JOB TITLE:	Clerk Typist I (Building)
POSTING DATE:	June 24, 2024
CLOSING DATE:	Open Until Filled
DEPARTMENT/DIVISION:	Planning & Community Development/Building
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Part-Time/Regular
START DATE & WORK SCHEDULE:	ASAP Monday – Friday, 10:00 a.m. to 2:00 p.m.
PAY RATE:	\$17.36 – \$19.80 per hour
PREVIOUS WORK EXPERIENCE:	General office and clerical experience required. BS&A software experience preferred. Municipal experience is a plus.
EDUCATION:	High School graduate or equivalent. Some college course work preferred.
SPECIAL SKILLS & TRAINING:	Proficient in the use of Microsoft Office applications. Must demonstrate ability to perform job functions accurately and in an organized manner.
BASIC RESPONSIBILITIES:	General office and clerical including but not limited to: answering/screening phone calls and visitors, scheduling inspections, preparing documents and reports, entering and responding to inquiries and requests, entering and retrieving data using the computer, FOIA fulfillment and other office duties as assigned.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.