



JOB OPENING

JOB TITLE:	Clerk Typist I
POSTING DATE:	October 2, 2024
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Public Services/DPW
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Full-Time, Regular
START DATE & WORK SCHEDULE:	ASAP Monday – Friday, 8:30 a.m. – 4:30 p.m.
PAY RATE:	\$37,570 - \$42,837
PREVIOUS WORK EXPERIENCE:	General office and clerical work experience with a solid knowledge in word processing and spreadsheet software.
EDUCATION:	High school graduate or equivalent.
SPECIAL SKILLS & TRAINING:	Knowledge of and proficiency with computers and software such as Microsoft Word and Excel. Knowledge of database software operations preferred. Pleasant telephone manner. Ability to communicate well with the public during high stress conversations and complaints.
BASIC RESPONSIBILITIES:	General office assistance, including answering telephone, recording complaints, responding to inquiries by phone or in person at the office front counter, data input and report generation using DPW-specific software, monitoring mobile radio, word processing, filing, processing purchase orders and invoices.
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.