

# VILLAGE OF SOUTH RANGE

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## NOTICE OF VACANCY ASSISTANT VILLAGE CLERK

### Part-time Position

Under the direction of the Village President and Village Board of Trustees this position will perform a wide range of administrative functions including, the preparation and maintenance of municipal records, drafting and composing correspondence, resolutions, minutes, agendas, and general information for the public. Other responsibilities include, but are not limited to: utility billing, all village office functions, maintaining budgets and providing details to the council on a regular basis, and attending monthly village council meetings and special meetings. This position will provide a wide array of customer service to members of the public and involves extensive public contact in collecting and providing information, sometimes of a sensitive nature. The individual will work independently with minimal supervision, seeking direction when needed on substantive matters related to the administration of municipal policies, programs, and services. Work is to be performed in accordance with all local village ordinances, state, and federal laws. The position requires initiative, judgement, and the ability to work effectively and independently with the public and other municipal officials.

Pay for this position will be \$18-\$22.00 per hour at 20 hours per week, with an additional 10 hours upon prior approval by the Village Council as needed.

There is no residency requirement for the Village Clerk position. More specifics on the position are available upon request and are set out by the Michigan Legislature and can be located at MCL Section 64.5 – 64.8a.

If you are interested in being considered for this position please email a resume, cover letter, and at least three references to [southerangepresident@gmail.com](mailto:southerangepresident@gmail.com).

**\*Applications will be accepted until February 5, 2025**

**\*South Range is an Equal Opportunity Provider and Employer\***