

**PART-TIME CLERK
CITY OF LAPEER**

The City of Lapeer is now accepting applications for the position of Part-Time Clerk for the Building Department. This is a **non-union part-time position, working 29 hours per week**. Starting wage is \$10.25/hour, may increase depending upon experience and qualifications. This position will assist the Building Official, Inspectors and Office Manager with various projects performing a variety of administrative, secretarial, and accounting/clerical functions. Must possess BS&A skills and a working knowledge of municipal practices and procedures related to the duties assigned for an active Building Department. Must be proficient with Microsoft programs including Word, Excel, and Powerpoint. Applicants should also possess a high school or equivalency diploma and a minimum 1 year experience working in a building department and have experience in accounting, computer skills, and the ability to process mathematical computation accurately. Interested parties may apply by sending a letter of interest, and resume to Tracey Russell, City of Lapeer, 576 Liberty Park, Lapeer, Michigan 48446, by 5:00 p.m. February 9, 2018. The City of Lapeer is an Equal Opportunity Employer.