

## **CITY OF LAPEER JOB OPPORTUNITY CHIEF DEPUTY CITY CLERK**

The City of Lapeer, Lapeer County, Michigan is seeking qualified applicants for the position of Chief Deputy City Clerk. **The selected candidate may become City Clerk upon the retirement of the current incumbent in 2018.**

This is a non-Union, Department Head level position responsible for the performance of specialized clerical and high level administration work. The City Clerk serves as Clerk of the City Commission, is custodian for all official city records and documents, issues licenses, registration of voters, conducts and supervises elections, acts as meeting secretary to the City Commission, and to other Boards and Commissions as needed; oversees Commission Agenda Packet preparation and distribution; coordinates and oversees maintenance of website and telephone system, and performs related work as required. The City Clerk serves under the direction of the City Manager subject to policies as established by the City Commission. For a complete job description, go to [www.ci.lapeer.mi.us](http://www.ci.lapeer.mi.us) under Employment Opportunities.

An employee in this class, upon appointment, should have the equivalent of the following training and experience.

- Associates or Bachelor degree in business, public administration or related field or an equivalent level of training and experience.
- Five Years of related experience, preferably in a municipal setting; including supervisory experience.
- Certification as a Notary Public or able to earn a Notary Public certification within six months of employment.
- Certification as a Municipal Clerk is highly desirable: Certified Michigan Municipal Clerk (CMMC), Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC).
- Certification as an Election Inspector and Election Officials State Accreditation is highly desirable.
- Valid Michigan Driver's License.

Wages: \$60,000 (start) - \$65,000, depending on experience, plus an excellent benefit package.

**Position is open until filled, with first review and preference given to applicants who apply by December 8, 2017, 5:00 p.m.**

Please send your letter of interest with resume to: Tracey Russell, City of Lapeer, 576 Liberty Park, Lapeer, MI 48446. The City of Lapeer is an Equal Opportunity Employer.