

BOARD OF COMMISSIONERS

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Deborah Allen, County Administrator

Leelanau County Government Center
8527 E. Government Center Drive, Suite #101
Suttons Bay, Michigan 49682
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J O B P O S T I N G

The Leelanau County Clerk's Office has an opening for a temporary part-time (28 hours per week) **Deputy County Clerk** with a focus on Elections. This position is approved through December 31, 2024.

This is a Teamsters 214 Union position, Grade 1 with a salary range of \$19.88 to \$25.18 per hour based on qualifications and experience. A complete job description and link to the online application system is located on the County's website at the following link:

<http://www.leelanau.gov/adminemployment.asp>. Any attachments must be in PDF format.

Internal applicants can submit a letter of interest.

Inquiries can be directed to: **Michelle L. Crocker**
Leelanau County Clerk
8527 E. Government Center Dr., Suite #103
Suttons Bay, MI 49682
mcrocker@leelanau.gov

Employment Qualifications –

Education: Possession of a high school diploma or the equivalent, with courses taken in typing, accounting, office machines, word processing, computer operations or related subjects.

Experience: A minimum of two years of clerical experience which involved computer operations and word processing activities. Preferably in a Clerk's Office setting, or the equivalent. Six-month orientation period.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

Applications will be accepted until the position is filled.

In accordance with Article 15, Job Posting, of the Teamsters, State, County and Municipal Workers Local 214 Union, prior to filling a vacancy within the bargaining unit, it shall be posted for five (5) working days. Employees interested shall apply in writing within the Employer designated posting period. The Employer reserves the right to select the person who it believes is best qualified for the position from either within or outside of the bargaining unit.

Leelanau County is an Equal Opportunity Employer