

# Now Hiring: Deputy Clerk

The City of Sylvan Lake is seeking a hard-working individual to provide excellent customer service to our residents and visitors, and work elections.

The position is part-time with the option of full-time. Some evening hours and weekends as needed.

The work environment for this position includes working in an office setting, which requires sitting and working at a computer, greeting visitors at the counter, answering phones and light to moderately-heavy lifting of items. Employees are required to demonstrate good judgement, initiative, and resourcefulness in carrying out the assigned duties.

The Deputy Clerk reports directly to the City Clerk/Treasurer who partially supervises this position with the City Manager. Some details for this position are:

- Voter registration and the election process
- Attend meetings if required, record and prepare minutes as needed
- Assist the City Clerk and City Manager
- Provide front-desk service and assistance
- Answer, screen and directs telephone calls.
- Completes clerical projects as assigned.
- Daily balancing cash drawer.
- Proficient in Microsoft Office applications

The City offers a competitive pay range from \$24.00 to \$27.00 per hour, depending on qualifications and experience. Part-time employment would be four days, 29 hours per week. If full-time, the position also includes a generous benefit package including a defined contribution retirement plan, health care including vision, dental and life insurance, and paid time off. Please complete the City's Employment Application and send cover letter and resume with 3 references to:

City of Sylvan Lake  
Dennise Dryden, City Clerk  
1820 Inverness  
Sylvan Lake MI 48320  
[Clerk-treasurer@sylvanlake.org](mailto:Clerk-treasurer@sylvanlake.org)