



CITY OF GREENVILLE

"Danish Festival City"

Employment Opportunity

POSITION AVAILABLE

The City of Greenville is accepting applications for the following full-time position within the City Hall Department:

FULL-TIME DEPUTY-CLERK

DESCRIPTION OF POSITION:

The City of Greenville is hiring a Deputy City Clerk. Under the general supervision of the City Clerk, this position performs specialized clerical and administrative work in maintaining official City records, administering permits and licenses, supporting voter registration and election administration, preparing City Council minutes and customer service. The Deputy City Clerk acts on behalf of the City Clerk in his/her absence.

JOB RESPONSIBILITIES:

- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.
- Maintaining Voter registration through QVF program.
- Preparing Absent Voter applications and ballots, including overseas and Military.
- Misc. election work (preparing election supply boxes and bags for election day, burning USB Pollbook, and installing on laptops).
- Create and send Council minutes for publication.
- Assist with Bid openings.
- Maintaining the Insurance for subcontractors working with the City.
- Administers all licensing and permitting processes including, but not limited to, hawkers/vendors/peddlers/solicitors, events, etc. in accordance with applicable local, state, and federal regulations.
- Assists with processing building, planning, and zoning applications.
- Assists with responding to Freedom of Information Act (FOIA) requests.
- Performs notarial acts and serves as a Notary Public.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

- Must be 18 years of age and a high school graduate.
- Must have a valid Michigan driver's license.
- Excellent computer knowledge with emphasis in Microsoft Office
- Outstanding communication skills

The mission of the City of Greenville, as a part of the Coalition of Greater Greenville, is to serve through leadership and action, to assure all citizens a collaborative, planned and visionary community.

- Excellent Customer Service.
- Ability to work effectively with City officials, employees, and the public.
- Ability to handle confidential/sensitive information with discretion.

PREFERRED QUALIFICATIONS:

- Minimum of an Associate Degree
- Accredited by the Bureau of Elections or the ability to obtain accreditation.
- Must have the ability to remain calm and deal courteously with the public and have the soft skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies, departments and/or contracted vendors
- Previous experience working with governmental software, especially BS&A.
- Must be able to work independently, prioritize, organize, and meet deadlines at times under very busy circumstances, to be able to multitask, to be flexible, and to work with unexpected interruptions.

HOURS:

- The work schedule is detailed below:
 - Monday 8 am – 5 pm
 - Tuesday 8 am – 6 pm
 - Wednesday 8 am – 5 pm
 - Thursday 8 am – 5 pm
 - Friday 8 am – 1 pm
 - ½ hour lunch each full workday

COMPENSATION:

The pay range is \$23-25/hour based on experience and qualifications. The City of Greenville offers an excellent benefits package and retirement plans.

RESUME & APPLICATION:

Resumes, applications, and letters of interest will be accepted until the position is filled, submit information to employment@greenvillemi.org.

Please direct all questions to Krissi Brott by email at kbrott@greenvillemi.org or by calling (616)754-5645.

THE CITY OF GREENVILLE IS AN EQUAL OPPORTUNITY EMPLOYER