

CITY OF HAZEL PARK

EMPLOYMENT OPPORTUNITY

DEPUTY CITY CLERK

DEPARTMENT	City Clerk's Office	EMPLOYMENT TYPE	Full-Time
SALARY RANGE	\$58,500 - \$64,500 DOQ		
REPORTS TO	City Clerk	POSTING DATE	Open Until Filled

ABOUT THE CITY OF HAZEL PARK

The City of Hazel Park is a community of approximately 15,000 residents located in Oakland County, Michigan, just north of Detroit. Hazel Park is a full-service city focused on responsive, effective local government and quality services for all residents.

POSITION SUMMARY

The City of Hazel Park 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 meeting agendas and materials for the City Council and other boards and commissions, and processing FOIA requests. The Deputy City Clerk acts on behalf of the City Clerk in his/her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and distributes agendas, packets, and minutes for City Council meetings; acts as Recording Secretary for the City Council and other boards and commissions in the City Clerk's absence.
- Maintains and manages official City records and public documents; oversees records retention practices; performs certification of City documents; and records legal documents as required.
- Publishes and indexes ordinances and charter amendments; manages annual updates to the Code of Ordinances.

- Administers all licensing and permitting processes including, but not limited to, mobile vending, parades, and block parties, in accordance with applicable local, state, and federal regulations.
- Assists in all aspects of voter registration and election administration, including preparing legal notices, test decks and ballots, assembling and testing election equipment, processing absent voter ballots, and training election personnel and volunteers.
- Maintains the Qualified Voter File (QVF) and processes absentee ballot applications in compliance with Michigan election law.
- Assists with coordinating, processing, and responding to Freedom of Information Act (FOIA) requests.
- Assists with registering voters and issuing voter registration cards; maintains voter information files and processes cancellation and confirmation notices.
- Prepares proclamations, resolutions, legal notices, correspondence, and other official documents; performs research and interprets laws, ordinances, and records.
- Performs notarial acts and serves as a Notary Public.
- Performs the duties of the City Clerk in his/her absence.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED required. Bachelor's degree from an accredited college or university with major coursework in Business or Public Administration, or a closely related field preferred; and
- Minimum of two (2) years of progressively responsible experience in a city or township municipal clerk's office, with an emphasis on election administration and commission management; or an equivalent combination of education and experience.
- Working knowledge of Michigan election law, FOIA statutes, and municipal records management practices.
- Proficiency with office software (Microsoft Office Suite); experience with municipal systems such as BS&A or the Qualified Voter File (QVF) is a plus.
- Notary Public commission or ability to obtain one within 90 days of hire.
- Election Officials Accreditation required to be obtained; prior accreditation preferred. Progress toward Michigan Certified Municipal Clerk (CMC) designation expected.
- Ability to work under stress, meet deadlines, and manage changing priorities.
- Written and verbal communication skills sufficient to produce clear, accurate documents and to work with the public, elected officials, and other employees.
- Ability to lift and move heavy election equipment and records. Must be a registered voter in the State of Michigan and hold a valid driver's license.

PREFERRED QUALIFICATIONS

- MiPMC designation or Michigan Municipal Clerks Institute (MMCI) coursework.
- Experience with QVF or BS&A software.
- Experience as a Recording Secretary for a public board or commission.
- Familiarity with Oakland County election procedures.

COMPENSATION AND BENEFITS

Starting salary range: \$58,500 - \$64,500 annually, depending on qualifications (DOQ). The City of Hazel Park offers a benefits package that includes:

- Michigan Municipal Employees' Retirement System (MERS) defined benefit pension plan
- Medical, dental, and vision insurance coverage
- Paid holidays, vacation, and sick leave
- Life insurance and long-term disability coverage
- Opportunities for professional development and certification support

HOW TO APPLY

To apply, please submit the following materials:

- Completed City of Hazel Park Employment Application
- Cover letter detailing relevant experience and interest in the position
- Current resume
- Three (3) professional references

Applications should be submitted to:

City of Hazel Park, Human Resources

111 E. Nine Mile | Hazel Park, MI 48030

Phone: (248) 546-4060

Applications may be submitted by drop-off, mail, or email. See the City website for details.

The City of Hazel Park is an Equal Opportunity Employer.