



## JOB OPENING

<b>JOB TITLE:</b>	<b>Clerk Typist I (Planning Office)</b>
<b>POSTING DATE:</b>	June 20, 2025
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT/DIVISION:</b>	Planning & Community Development
<b>EMPLOYEE GROUP:</b>	TPOAM
<b>EMPLOYMENT STATUS:</b>	Part-Time/Regular
<b>START DATE &amp; WORK SCHEDULE:</b>	<b>ASAP</b> <b>Monday – Friday, 10:00 a.m. to 2:00 p.m.</b>
<b>PAY RATE:</b>	\$18.06 – \$20.59 per hour
<b>PREVIOUS WORK EXPERIENCE:</b>	General office and clerical experience required. BS&A software experience preferred. Municipal experience is a plus.
<b>EDUCATION:</b>	High School graduate or equivalent. Some college course work preferred.
<b>SPECIAL SKILLS &amp; TRAINING:</b>	Proficient in the use of Microsoft Office applications. Must demonstrate ability to perform job functions accurately and in an organized manner.
<b>BASIC RESPONSIBILITIES:</b>	General office and clerical including but not limited to: answering/screening phone calls and visitors, scheduling inspections, preparing documents and reports, processing applications, responding to inquiries and requests, entering and retrieving data using the computer, and other office duties as assigned.
<b>HOW TO APPLY:</b>	All candidates must complete an <a href="#">online application</a> . Please create an account and submit online for consideration.

### **The City of Farmington Hills is an Equal Opportunity Employer.**

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.