



JOB OPENING

JOB TITLE:	Clerk Typist I
POSTING DATE:	4/3/2026
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Police / Records
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Regular Full-Time
START DATE & WORK SCHEDULE:	ASAP 40 hours - Monday through Friday, 8:30am to 4:30pm
PAY RATE:	\$39,073 - \$44,551
PREVIOUS WORK EXPERIENCE:	General office experience.
EDUCATION, SPECIAL SKILLS & TRAINING:	Computer knowledge, operation of photocopy equipment, typing, telephone, greeting the public and general office skills.
BASIC RESPONSIBILITIES:	Daily review of Court docket and compiling tickets/reports with criminal records and other necessary documentation for city attorney in timely manner, assisting citizens at the counter with handgun registrations, report copy requests, fingerprints, record checks. Work on special assignments as needed. Typical work includes typing, filing, answering telephone calls, operating office equipment.
HOW TO APPLY:	All candidates must complete an online application . Please create an account and apply 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.