



Saginaw Charter Township

4980 Shattuck Rd., Saginaw, MI 48603

989.791-9870 989.790-8211 (fax)

Established 1831

SAGINAW CHARTER TOWNSHIP

Job Announcement

Deputy Clerk – Saginaw Township Clerk’s Office

Pay Range: \$30.68 - \$39.88 per hour

Saginaw Charter Township, a municipality of approximately 42,000, is seeking an applicant for a full-time deputy clerk. Saginaw Charter Township is the hub of Saginaw County, and an integral member of the Great Lakes Bay Region. Located in the heart of the Lower Peninsula, Saginaw Township is only a 30-minute drive from Lake Huron.

This position is a department head position that will report directly to both the Township Clerk and Township Manager. The deputy clerk is charged with performing a variety of duties related to administering elections and supervising day-to-day operations within the Clerk’s office. These duties include, but are not limited to: issuance of permits and business licenses; preparation and conduction of all elections; maintaining official Township records; recording minutes for Township Board Meetings held bimonthly; compiling Township ordinances, resolutions, and agreements. For a complete list of essential job functions, please see the job description.

Job requirements include: a degree in public administration or a related field; Michigan Vehicle Operator's License; MiMPC certification (preferred); 3+ years of experience working in a municipal clerk’s office, etc. A complete list of job requirements can also be found in the posted job description.

Please submit job application and résumé to the Township Manager, Brian Rombalski, located at 4980 Shattuck Road, Saginaw, MI 48603 or via email at brombalski@saginawtownship.net. Application materials may be found online at www.Saginawtownship.org and then selecting the “I want to...” section on the top ribbon of the homepage. The job will be posted under the “Apply for a Job” section. Full job description will also be listed at that location.

This job posting will remain open until filled.