

**PART-TIME CLERK
CITY OF LAPEER**

The City of Lapeer is now accepting applications for the position of Part-Time Clerk for the Building Department. This is a **Union part-time position (Teamsters), working 29 hours per week**. Starting wage is \$11.00/hour, may increase depending upon experience and qualifications. This position will assist the Building Official, Inspectors and Office Manager with various projects performing a variety of administrative, secretarial, and accounting/clerical functions. A working knowledge of municipal practices and procedures related to the duties assigned for an active Building Department is a plus but not mandatory. Must be proficient with Microsoft programs including Word, Excel, and PowerPoint. Experience with BS&A is a plus. Applicants should also possess a high school or equivalency diploma, have a minimum 1 year experience working in a building department and have experience in accounting, computer skills, and the ability to process mathematical computation accurately. Interested parties may apply by sending a letter of interest, and resume to Tracey Russell, City of Lapeer, 576 Liberty Park, Lapeer, Michigan 48446, by 4:00 p.m. or send cover letter/resume to Trussell@ci.lapeer.mi.us by December 20, 2018. The City of Lapeer is an Equal Opportunity Employer.