

# TOWNSHIP OF RILEY – ST. CLAIR COUNTY

## Job Posting – Deputy Clerk

The Riley Township Clerk's Office is seeking applicants for a **Deputy Clerk** to be available to work approximately 15 hours per week with a flexible schedule at a salary wage.

The Deputy Clerk's primary objective is to provide functional support to the Township Clerk and be responsible for all statutory duties and other activities in accordance to MCL 41.69. In case of the absence (not due to resignation), recall, sickness, death, or other disability of the clerk, the Deputy shall possess the powers and perform the statutory duties of the Clerk, except the Deputy shall not have a vote on the Township Board.

### Qualifications:

- ✓ High School Diploma or equivalent
- ✓ Associates Degree or higher
- ✓ One year office experience preferred

### Required Duties Include:

General Ledger/Accounting, Accounts Payable, Payroll, Township Records, and Elections

For complete job description, visit online at [Rileytownship.com](http://Rileytownship.com) or contact the Riley Township Clerk's Office located at 13042 Belle River Road to inquire during regular business hours at (810) 392-2326 Ext 102 or email [clerk@rileytownship.com](mailto:clerk@rileytownship.com).

To apply online: <https://rileytownship.com/applications/>

Application deadline is UNTIL FILLED.

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