



Ross Township is immediately seeking a Deputy Clerk!

❖ Must be flexible to the needs of Ross Township including some of the following:

- Full-year role; 16 hours per week and 30 hours per week during election season
- Proficiency with Excel, Word and Database updates required.
- Supporting Ross Township Clerk duties
- Answering telephones in Township offices
- Supporting administrative tasks as needed
- \$13.39 per hour
- Serving walk-in guests in a friendly, positive manner
- Must be a team player inside Township offices
- Must be a Kalamazoo County resident
- Must meet lawful employment eligibility requirements
- Complete an Application for Employment today!

Please send resume or completed application to:
rosstownship@rosstown.comcastbiz.net or drop it off in person.