

Water Department Records Clerk, full-time hourly position, primarily responsible for but not limited to record keeping and administrative duties for the Utilities Department. Individual will work under the direct supervision of the Utilities Superintendent, assisting with any miscellaneous needs, as they arise. Excellent organizational, communication, and customer service skills needed. Individual must have the ability to operate a computer and other office related equipment. You must possess a High School diploma or GED. Please email cover letter along with resume to: MBoven@southlyonmi.org
Closing Date: April 6, 2018