

EMPLOYMENT OPPORTUNITY

DEPUTY CITY CLERK. The City of Owosso seeks a highly motivated individual to assist the City Clerk in specialized and administrative work in the maintenance of official city records; registration of voters and the conduct of elections; issuance of licenses and permits; etc. Job requires graduation from an accredited 2-year college included or supplemented by courses in public or business administration, record management or related subjects. Two years of increasingly responsible clerical, secretarial or office admin experience. Hourly rate \$19.82/hour with excellent fringe benefits (medical, dental, vision, paid time off, life insurance, 401(a), etc.). Job description and application available at <http://www.ci.owosso.mi.us/Departments-Services/Human-Resources> and in the Human Resources Office, 301 W. Main St., Owosso. Applications must be returned to the HR Office by noon on Tuesday, September 3, 2019, email to Jessica.unangst@ci.owosso.mi.us or fax to 989-725-0526. The City of Owosso is an Equal Opportunity Employer.