

## **FULL TIME CITY CLERK**

City of Pinconning is seeking a qualified and detail-oriented individual to serve as a **Full Time City Clerk**. This position plays a vital role in supporting city operations, maintaining official records, and ensuring compliance with state and local regulations:

### **Key Responsibilities:**

- Serve as clerk to the City Council and attend council meetings.
- Maintains custody of city records, documents, official correspondence and archives.
- Manages elections in accordance with state laws
- Administers oaths, licenses and permits as required.
- Responds to public records requests and inquiries. (FOIA coordinator).
- Works closely with the Treasurer and City Manager.

### **Qualifications:**

- High school diploma or equivalent required; additional education preferred.
- Prior municipal or administrative experience strongly recommended.
- Knowledge of municipal government operations, public records and election duties.
- Strong organizational, communication and computer skills
- Ability to maintain confidentiality and exercise sound judgement.

### **Compensation and Benefits:**

- Salary ranges from \$38,500 - \$43,000 depending on qualifications.
- Benefits include health insurance, paid leave, retirement, etc.

### **How to apply:**

Interested candidates should submit a resume by email to [lainr@cityofpinconningmi.gov](mailto:lainr@cityofpinconningmi.gov) or in person at Pinconning City Hall 208 Manitou Street Pinconning Mi 48650.