

**The City of Stephenson is accepting applications for the position of full-time City Clerk.**

A successful candidate would:

- Be able to do all aspects of bookkeeping and payroll, including much of the preparation of the City Budget.
- Have a working knowledge of BS & A Software.
- Answer the phone and collect payments.
- Prepare items for and take notes at all council and committee meetings.
- File State and Federal Reports.
- Do all aspects of elections.
- Prepare and process ordinances and resolutions as needed.
- Oversee City policies.
- Oversee record retention of City records.
- Research and process council members' requests for information.
- Work with DPW Supervisor on any items as needed.
- Process FOIA requests.

Benefits include Health Insurance, Retirement, Holiday pay, Vacation and Sick Leave

The starting wage will be commensurate upon experience.

Applications are available by calling City Hall at 906-753-6228, or at W628 Samuel Street, Stephenson, MI.

**Applications will be accepted until January 18, 2022 at 4:00 p.m.**

