

## **Columbia Township**

### **Deputy Clerk Position Opening**

Columbia Township is accepting resumes for the position of Deputy Clerk to assist the Township Clerk with record-keeping, financial operations and the aspects of the election process. This is a part-time position with flexible hours.

#### **Candidate Qualifications:**

- Accounting background
- Computer proficient with the ability to learn specialized computer programs
- Ability to work under time constraints and deadlines
- Confidentiality, integrity, accuracy, and attention to detail
- Willingness to be trained and assist in the election process

Applicants can send a resume to [clerk@columbiatownshipmi.com](mailto:clerk@columbiatownshipmi.com) or Columbia Township, PO Box 136, Unionville, MI 48767.