



JOB OPENING

JOB TITLE:	Department Aide (City Hall)
POSTING DATE:	November 10, 2025
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	City Clerk's Office
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Regular Full-Time
START DATE & WORK SCHEDULE:	ASAP Monday – Friday, 8:30 - 4:30 p.m. Overtime is required during election cycles in the evenings and weekends as needed.
PAY RATE:	\$46,616 - \$53,256
PREVIOUS WORK EXPERIENCE:	Two (2) years experience in City Clerk's Office or similar environment.
EDUCATION:	High School Education or equivalent.
SPECIAL SKILLS & TRAINING:	Experience with the State-Wide Qualified Voter File (QVF) voter registration system and/or election process preferred. Knowledge of Microsoft Word and Excel required. Excellent organizational skills and customer service skills are a must.
BASIC RESPONSIBILITIES:	Tracking and posting of agendas and minutes for all boards/commissions according to law, processing various permits and registrations, assisting residents/customers at the counter with general information; answering calls for City Hall and directing to appropriate departments, various election related duties including drop box inspection/collection, assisting with early voting and scheduling of election workers, and general clerical duties as needed; back up to other positions including the Elections Coordinator and Vital Records Clerk.
HOW TO APPLY:	All candidates must complete an online application . Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.