



JOB OPENING

JOB TITLE:	Clerk Typist I (Records Section)
POSTING DATE:	July 23, 2024
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Police/Records
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Full-Time, Regular
START DATE & WORK SCHEDULE:	ASAP 40 hours per week, Monday – Friday, 8:30 a.m. – 4:30 p.m.
PAY RATE:	\$37,570 - \$42,837
PREVIOUS WORK EXPERIENCE:	General office and clerical experience required.
EDUCATION:	High School graduate or equivalent.
SPECIAL SKILLS & TRAINING:	Proficient in the use of Microsoft Office applications. Must demonstrate ability to perform job functions accurately, confidentially, and in an organized manner. Excellent communication skills for extensive contact with the public.
BASIC RESPONSIBILITIES:	Performs alarm billing, warrant entry, assisting citizens at the counter with handgun registrations, report copy requests, fingerprints, record checks, data entry and tracking, and crime verification correction. Other included responsibilities: operation of office equipment, filing, etc. Work on special assignments as needed.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

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.