



# Village of Lawton Clerk

## JOB POSTING

The Village of Lawton seeks a Village Clerk. This is a part time position (up to 32 hours per week) that will handle the statutory duties of a municipal clerk while proactively supporting the Village Council, Village Manager, staff and residents. The Village Clerk serves as the primary custodian of Village records and transcribes proceedings, resolutions, and ordinances of the Council, Planning Commission and other boards/ad hoc advisory committees as required. The Clerk will work collaboratively and uphold the duties of the Clerk's office with confidence and independence. Cordial, respectful and timely service for Village residents and other service seekers is paramount.

### About the Position

- Serves as Clerk to the Village Council, attends meetings, records and prepares official meeting minutes
- Official custodian of all Village records/documents, administers oaths of office, and serves as FOIA coordinator
- Oversees Human Resource functions and coordination of benefits
- Prepares and distributes payroll; oversees and participates in all payable and receivable processes
- Conducts research, compiles information, and prepares reports on a variety of subjects as requested, and provides general administrative and clerical support

### Required Education/Experience

- Associates Degree in business, office management, public administration, or related field, or minimum five years combined post-secondary education and experience in a clerical or administrative support position, preferably in a municipal setting.
- Working knowledge of office technology, practices and procedures. Skill in maintain records management systems, including legal requirements for recording, retention and disclosure of public documents.
- Skill in accurately compiling and evaluating data and information and preparing clear and accurate reports.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to effectively communicate ideas and concepts orally and in writing and make presentations in a public forum.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, elected officials, and the public.
- Ability to exercise a high degree of diplomacy and professionalism in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

### Pay/Benefits

- \$16.75 - \$19 per hour, dependent on qualifications and experience
- Up to 32 hours per week with flexible schedule
- Paid Vacations and Holidays

### Application Process

- Review of resumes and qualifications will be conducted from February 1 – February 4, 2022.
- Candidates are requested to submit a cover letter and resume before February 1, 2022. Electronic submittal of resumes is preferred via email to [ImusL@LawtonMI.gov](mailto:ImusL@LawtonMI.gov). See [www.LawtonMI.gov](http://www.LawtonMI.gov) for full job description and more information.