

## PART-TIME OFFICE ASSISTANT

The City of Clare is seeking applicants to fill a part-time clerical/finance/elections assistant position within the city clerk's department. This position offers an hourly wage of \$16.26 per hour. The regular work schedule will be twenty-five to thirty-two hours per week Monday through Thursday and occasional weekend work and evening work during the election season. Must be knowledgeable in Microsoft Office applications and accounting practices for processing accounts payable, accounts receivable, and payroll. Knowledge of BS&A software applications, municipal operations, and assistance in election administration is a plus. Please submit an online application at [www.cityofclare.gov](http://www.cityofclare.gov), as well as letter of interest, resume, and three current professional references to [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov) or by mail to City Clerk, City of Clare, 202 W. Fifth Street, Clare, Michigan 48617. Applications will be accepted until 5:00 p.m. on Wednesday, November 8, 2023. A job description including the required and desired qualifications is available on the city's website [www.cityofclare.gov](http://www.cityofclare.gov). The City of Clare is an equal opportunity provider and employer.

Diane Lyon  
Clare City Clerk

