

Rik Kowall, Supervisor
Anthony L. Noble, Clerk
Mike Roman, Treasurer



Trustees
Scott Ruggles
Steve Anderson
Andrea C. Voorheis
Liz Fessler Smith

WHITE LAKE TOWNSHIP

7525 Highland Road • White Lake, Michigan 48383-2900 • (248) 698-3300 • www.whitelaketwp.com

INTERNAL EMPLOYEE POSTING Secretary – Clerk Department

Under the direct supervision of the Deputy Clerk, reporting to the Clerk, the **Clerk Department Secretary** performs a variety of administrative and clerical functions in support of the Clerk's Office. This position provides daily operational support including front-counter customer service, processing applications and fees, and responding to public inquiries. Responsibilities also include assisting with the administration of municipal, state, and federal elections; maintaining accurate voter records in the Qualified Voter File (QVF); and participating in required election training. The role involves maintaining and safeguarding confidential records, scanning and filing documents using systems such as Laserfiche, managing record retention in compliance with State of Michigan requirements, and supporting off-site storage. Additional duties include preparing correspondence and reports, processing licenses and permits, handling mail, taking meeting minutes, performing notary functions as applicable, and supporting general office operations in a fast-paced public environment.

Qualified candidates must have a high school diploma or equivalent and at least two years of customer service experience in an office or municipal setting. Strong communication, organizational, and multitasking skills are required, along with attention to detail and the ability to handle confidential information with discretion. Proficiency in Microsoft Word, Excel, and Outlook is required; experience with QVF, Laserfiche, and municipal processes is preferred. Candidates must be able to work evenings and weekends as needed for elections and complete required election training and certification. This is a union-represented non-exempt position, starting wage at \$59,007.

Please submit your resume, application, and cover letter electronically to:

Robin Myers, HR

rmyers@whitelaketwp.com

Applications will be accepted until the positions are filled. Applications and a complete job description can be found on the White Lake Township website: www.whitelaketwp.com

White Lake is an equal opportunity employer- M/F/D/V

5/6/2026