

**DEPUTY CITY CLERK  
CITY OF CLAWSON**

CLAWSON, MI, pop 12,732. Salary Range \$33,176-\$48,360 DOQ.

The City of Clawson is seeking a professional individual for the position of Deputy City Clerk. Responsibilities include but are not limited to assisting with elections, good customer relations, maintaining official records, attending council meetings and preparation of minutes, publications of legal notices and general clerical duties, including proficiency in computer skills (Microsoft Office Professional and Qualified Voter File). Must be able to multi-task and will be responsible to perform the duties of the city clerk in the clerk's absence. Experience in a municipal clerk environment and elections is preferred. CMC certification is desirable. This is a full time position with excellent benefits.

Qualified applicants should submit a resume with cover letter and a City of Clawson employment application. You can locate the employment application and a detailed job description on the City's website at <http://www.cityofclawson.com/cityclerk.htm>.

Applications will be accepted until position is filled.

G. Machele Kukuk, City Clerk  
425 N. Main Street  
Clawson, MI 48017  
248-435-4500 ext. 118  
Email: [mkukuk@cityofclawson.com](mailto:mkukuk@cityofclawson.com)  
Fax: 248-435-3240