

**JUNIOR CLERK
(Full-Time Position)
ELIGIBILITY LIST
CITY OF MELVINDALE**

DUTIES:

To perform clerical, record-keeping, and general typing work; in addition, public contact, answering telephone, counter work; and to perform other related clerical work as required. Essential functions include, but are not limited to: performing keyboard, calculator and office machines operations, handling of paper records and files.

REQUIREMENTS:

- U. S. Citizen
- Have reasonable knowledge of business English, spelling and mathematics
- Ability to learn the departmental procedures and activities, including use of various office machines.
- Have speed, skills and accuracy in operation of computer, calculator.
- Experience with computers desirable: Excel, Word, Windows, spreadsheets, data entry, and other office machines.
- Desire and ability to become an integral component of the City Team.
- Ability to plan, schedule and implement new ideas to continue to provide excellent services to residents.
- Ability to handle a variety of tasks and prioritize work.
- Ability to prepare and maintain accurate records and reports
- Ability to work effectively, consistently and pleasantly with public and other employees.
- Will be required to pass skills tests and math calculations.
- Typing Speed Minimum of 40 WPM.

WAGES & BENEFITS:

Full-Time: Starting at \$38,105.60 annually with benefits pursuant to the AFSCME Collective Bargaining Agreement.

**Employment Applications are available at: www.melvindale.org
Please mail completed applications, along with resume, to the City of Melvindale at:
3100 Oakwood Blvd. Melvindale, MI 48122 or
place applications in the Dropbox at City Hall.**

DEADLINE for filing completed applications: May 10, 2024

Applications or documents received or postmarked after May 10, 2024 will NOT be considered.

Applicants who meet the minimum requirements will be contacted by mail regarding the basic skills and math test.

Applicants who pass the basic skills and math test will be contacted by mail regarding an interview.

THE CITY OF MELVINDALE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.