



GRAND HAVEN CHARTER TOWNSHIP

JOB POSTING

POSITION:	PUBLIC SERVICES Clerk
DEPARTMENT:	Public Services
STATUS:	Regular, Part-Time, Non-Exempt (15 – 25 hours per week)
SALARY:	\$22.24-\$27.11 per hour Depending on Qualifications and Experience

A DAY IN THE LIFE:

- Assists with the operations and activities of the Township Public Services Department, which includes the water distribution system, the sewer collection system, and the Township's parks and recreational facilities, the non- motorized pathways, cemeteries, buildings and grounds and any other duties assigned by the Public Services Coordinator.

WHAT YOU WILL NEED:

- Two (2) year college degree with additional courses in business and management.
- Three (3) years' experience in customer service.
- Three (3) years' experience in governmental operations.
- Intermediate level in Microsoft Office Products and BS&A.

WHAT SKILLS you NEED:

- Ability to communicate effectively both in writing and in person as appropriate for the needs of the recipient, including the ability to work with grieving families and irate customers.
- Ability to understand and give full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate.
- Ability to handle highly confidential information.
- Knowledge of the Public Services Department and Township's ordinances and policies.
- Ability to calculate payments, make correct changes and prepare receipts, and collect money.
- Knowledge of principles and processes for providing customer service.
- Skill in establishing and maintaining effective working relationships with the general public and other employees using tact and discretion.
- The ability to read and understand information and ideas presented in writing.
- Ability to organize, schedule, complete work, and quickly adapt to changes to achieve deadlines in an environment where interruptions are frequent.
- Ability to prepare and maintain accurate records and reports.

- Knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, database management, managing files and records, and operating office machines.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. The work requires physical exertion such as climbing, sitting, standing, stooping, kneeling, crouching, crawling, and lifting objects weighing less than 25 pounds. This work also requires physical mobility, dexterity, and full range of motion; normal sensory abilities including vision, hearing, and touch. Lastly, this work requires the ability to comprehend and complete tasks based on verbal and written directives; relay information and instructions correctly; and make funeral/cemetery related decisions in emergency and pressure situations.

WORK ENVIRONMENT:

The work environment characteristics described are representative, but not limited to, those encountered while performing essential functions of this job classification. While performing the functions of this job, the employee is mostly in an indoor office environment with moderate office equipment noise level; exposed to prolonged periods of sitting at a desk and working on a computer; constant interruptions from coworkers, residents, contractors, and customers; and contact with grieving families and irate customers. The work environment involves low risks requiring minimal safety and other precautions.

WHAT WE OFFER:

- A competitive hourly rate of \$22.24-\$27.11 per hour depending on qualifications and experience.
- Training and access to a fitness facility to keep your mind and body healthy.

HOW TO APPLY:

- Send a letter of interest, resume and application to ksherwood@ghtmi.gov; Applications may be found at: <https://ghtmi.gov/departments/administration-human-resources/employment-opportunities/> OR apply through the Indeed link at: <https://www.indeed.com/job/public-services-clerk-part-time-15-25-hours-week-494358305ea580c6>
- Application deadline: June 11, 2026, or until filled.

Grand Haven Charter Township is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of race, national origin, religion, sexual orientation, gender, age, height, weight, or disability.

