

Notice Stockbridge Township Job Posting

Stockbridge Township currently has an opening for General/Building Department Clerk. Office hours for this position are Monday thru Friday 9:00 to noon. Pay to be based on experience with starting range of \$12-\$15 per hour with appropriate increases. The person in this position would greet the public, answer phones, distribute forms, intake completed forms, calculate and collect fees, distribute forms to office personnel and inspectors, track permit progress, close and file completed projects, and perform general office duties as assigned. Must promote a friendly atmosphere, have knowledge of Microsoft word and excel, needs to be highly organized, self-motivated, and work together with others as a team. Resumes will be accepted until February 2, 2024 at Stockbridge Township Hall, 125 S. Clinton, Stockbridge MI or by mailing to Stockbridge Township, PO Box 565, Stockbridge MI 49285.

Becky Muraf, Stockbridge Township Clerk
Katrina Griffith, Building Department Manager