



The City of the Village of Douglas is seeking a permanent full-time Clerk Level 1 / Office Assistant. Salary range \$17.00 per hr. with competitive benefits. An individual in this position will work under the general direction and supervision of the City Clerk and will perform moderate level secretarial and receptionist functions in support of the daily activities of the City Clerk. Applicants must have an Associate degree or higher, three to five years of administrative experience, ability to work independently, proficient in Microsoft Office Suite 365, excellent verbal, written, and listening communication skills.

Applications accepted until position has been filled. Send or email application and resume to:

Douglas City Clerk
86 W. Center St.
PO Box 757
Douglas, Mi 49406
clerk@ci.douglas.mi.us

Douglas is an equal opportunity employer.