



Ross Township is immediately seeking a Deputy Clerk!

❖ Must be flexible to the needs of Ross Township including some of the following:

- Full-year role; 16 hours per week and 30 hours per week during election season
- \$13.39/hour
- Supporting Ross Township Clerk duties
- Answering telephones in Township offices
- Supporting administrative tasks as needed
- Proficient with excel to generate financial reports for the Board
- Serving walk-in guests in a friendly, positive manner
- Must be a team player inside Township offices
- Must be a Kalamazoo County resident
- Must meet lawful employment eligibility requirements
- Complete an Application for Employment today!

Please send resume or completed application to:  
[rosstownship@rosstown.comcastbiz.net](mailto:rosstownship@rosstown.comcastbiz.net) or drop it off in person.