Applications are required for consideration for this position. Resume submission alone is not an application for a position. An individual must complete our standard application form and provide proof of certificates and licenses required for the posted position.

There is one (1) opening for a **Summer Temporary Office Clerk** at Genesee County Water and Waste Services at our locations in Linden and Montrose, MI.

Minimum Requirements:

- High school diploma or equivalent. Must be at least 18 years of age.
- Computer skills necessary to maintain various departmental records and databases. Working knowledge and experience with Microsoft Office (Word and Excel) is required.
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, customers, and others.

Licenses/Certificates and Special Requirements:

- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.
- Offer of employment will be contingent on the individual's ability to successfully pass an employment physical and drug screen.

Summer temporary employees shall be retained for a maximium of eighty-nine (89) calendar days. College students preferred but not required. Hourly wage is $15.00. A completed application (available on our website www.gcdcwws.com) with qualifications, including educational experience and work experience, should be submitted to the HR Department. Applicants **MUST indicate their location preference on application.**

Applications are mailed to:
Genesee County Water and Waste Services, Attn: HR, G-4610 Beecher Rd, Flint, MI 48532
Applications can be e-mailed to: hr@gcdcwws.com

Position open until filled
Applications must either accompany or follow resume submission
NO PHONE CALLS. EEO.