

**CITY OF CHEBOYGAN
JOB VACANCY**

CLERK: The City of Cheboygan is searching for qualified candidates to fill the City clerk position under the supervision of the mayor/city manager. The City Clerk oversees elections and serves as the official custodian of all City records and documents, issues city permits, and manages staff engaged in Clerk operations. This position is also responsible for the preparation of Councils', it's commissions' and committees', agendas and minutes. Strong communication and computer skills are a must. A high school diploma with additional education or training in office administration or related field – an associate's degree preferred. This is a non-union position with excellent pay and benefits.

A cover letter, resume, salary history, and a completed city application (on City website) should be submitted by mail, email, or in person to the addresses below:

Application Pick-up/Drop-off/Mail:

City of Cheboygan - City Hall

Attn: Casey Clear

PO Box: 39

Cheboygan MI, 49721

Office: (231)-627-9931

Completed Applications emailed to:

cclear@cheboygan.org