

CHIEF DEPUTY COUNTY CLERK VACANCY

Theresa Spencer, Lapeer County Clerk, is seeking applicants for the appointed full-time position of Chief Deputy County Clerk in her office. Responsibilities include oversight over the Vital Records Division, 40th Circuit Court Clerk's Division, and Elections. This position acts for the County Clerk in her absence or as assigned.

This position assists in the supervision of support staff, including training, making assignments, reviewing work progress and quality, tracking time and attendance records, dealing with employee relations matters, while also providing assistance to the public. Also responsible for tracking revenue, expenditures, budgeting, and all accounting record-keeping of the office. This position may be responsible for attending and participating in public meetings of the Lapeer County Board of Commissioners, taking minutes for said Board including Closed Sessions of the Board, and handling other professional and confidential matters.

Qualifications: Prefer candidates with an Associate Degree, or higher, in a business related field, or a minimum of college coursework in business, accounting, or related field, plus four years of advanced administrative office experience, county government preferred. Will consider combination of educational and previous experience. This is a non-union, 'at-will' position, Pay Grade 19.

Interested candidates must complete a County Employment Application and include a resume and submit to: Theresa M. Spencer, Lapeer County Clerk, 255 Clay Street, Lapeer, MI 48446 or email to: tspencer@lapeercounty.org. Applications can be found on the County's website at www.lapeercountymi.gov. Open until filled.