

## Sumpter Township, MI Employment Opportunity

### EMPLOYMENT POSTING

Sumpter Township is currently accepting resumes for **Building Department Secretary**. This position reports to the Sumpter Township Supervisor's Office and supports all relative duties of the Building Department functions within the Township. This position provides services to the residents and contractors to facilitate build projects within the township as directed by the Supervisor's Office and Township Board of Trustees. For a comprehensive list of duties and further information, please visit our Township WebSite at "[www.sumptertwp.org](http://www.sumptertwp.org)", COMMUNITY/JOB OPENINGS for this position's links.

This AFSCME related full-time position offers \$23.41 per hour, available benefits such as medical, dental and more. The successful candidate may have desired experience in Municipal Government, Building Codes and processes, strong math aptitudes, excellent verbal & written communication abilities, strong detail orientation and organizational skills.

Please submit application, resume and cover letter to ATTN: Sumpter Township Supervisor, 23480 Sumpter Rd, Belleville, MI 48111.

Sumpter Township is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Internal Posting:

Publish Date - NOR: Associated Newspapers/The Eagle

Publish Date – Ann Arbor News

Public Posting (Twp Boards/Doors, Departments, WebSite/Ch 12):

September 1st – September 8th, 2021

September 9th, 2021

September 12th, 2021

September 1st, 2021 (External Resumes accepted  
after September 8th, 2021)