

# **BOIS BLANC TOWNSHIP**

**P.O. Box 898**

**Pointe Aux Pins, MI 49775**

**231-634-7275**

## **NOTICE**

## **HELP WANTED**

**BOIS BLANC TOWNSHIP IS LOOKING FOR ANYONE INTERESTED IN  
WORKING AS:**

## **Deputy Clerk**

**The Deputy Clerk will be trained to back-up the clerk in all capacities in the Clerk's absence. This includes, but is not limited to, preparing for a meeting, accounts payable, processing payroll, and conducting elections. Being comfortable with computers and an acute attention to detail is a plus. This position reports directly to the Clerk.**

- **Position is part time.**
- **Must have a vehicle and valid driver's license.**
- **Compensation is at \$15.00/hour**
- **Complete job description and applications available at the Bois Blanc Township Hall.**

**APPLICATIONS WILL BE ACCEPTED UNTIL FILLED**

Diane M Akright, Clerk