



City of Roosevelt Park

A Proud Community

JOB POSTING CITY OF ROOSEVELT PARK DEPUTY CITY CLERK / TREASURER

The City of Roosevelt Park is seeking applications for a Deputy City Clerk / Treasurer. This position serves as the first point of contact for residents and visitors at City Hall and is responsible for providing courteous, accurate, and timely customer service. Duties include opening and closing City Hall, greeting the public, answering and directing incoming calls, and processing payments for municipal services.

This position supports the City Clerk and City Treasurer and may act on their behalf as assigned. Responsibilities include a wide range of administrative, financial, and clerical duties related to utility billing, accounts receivable, payroll support, voter registration, elections administration, records management, and general municipal operations. Additional duties include assisting with preparation of meeting agendas, packets, minutes, and public notices, maintaining official City records in compliance with applicable laws, and supporting audits, reports, and special projects.

The position requires the ability to maintain accurate financial records, balance and reconcile transactions, and handle sensitive and confidential information with discretion. The successful candidate will demonstrate strong organizational, communication, and customer service skills, as well as the ability to manage multiple priorities in a professional office environment.

Candidates must possess a valid State of Michigan driver's license and have the ability to obtain State certification for elections and Notary Public designation. Experience in municipal government, accounting, finance, or public administration is preferred. A bachelor's degree in accounting, finance, business, or a related field is desirable.

Work is primarily performed in an office setting with regular use of computers, phones, and standard office equipment. Occasional travel for bank deposits or errands may be required. Extended hours are required during election periods, including setup and teardown of equipment.

Application, resume, and letter of interest must be submitted in person or by mail to the City Clerk at Roosevelt Park City Hall, 900 Oak Ridge Road, Roosevelt Park, MI 49441. Applications must be received by June 10, 2026.

For additional information and application materials, please visit:

<https://rooseveltpark.org/city-hall/jobs/>