

# Help Wanted

## Norvell Township is seeking applicants for, Permit Clerk/Administrative Assistant to Supervisor

### Position Overview

### General Summary

Present a positive first impression to visitors on behalf of the Township. Assist the Building Department with diverse administrative, secretarial, and clerical/accounting tasks, including the preparation and maintenance of accurate records and reports related to the department. Support the Supervisor by performing essential administrative/clerical duties.

### Job Details

- Work Schedule: 20 hours per week, Monday, Tuesday, and Wednesday
- Wages: \$15 to \$20 per hour, depending on skill level
- Paid Holidays
- Paid Personal Time Off
- Training provided as needed
- Works under the direction of the Township Supervisor

For more information call Bill Sutherland at 517.536.4370 ext. 107.

To submit a resume, email to [Bsutherland@NorvellTWP-MI.gov](mailto:Bsutherland@NorvellTWP-MI.gov) or it can be mailed to,

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