



JOB POSTING

CLERICAL PART-TIME POSITION FIRE DEPARTMENT

The Thomas Township Fire Department is seeking an organized, professional, and courteous individual to provide clerical support for twenty-nine (29) hours a week. The typical schedule will be Monday – Thursday 8am-2pm and Friday 8am – 1pm. An occasional 40 hours work week will be required to cover vacations. Hours will be somewhat flexible and this is a union position. Applicants should be proficient at typing, word processing, and filing. Experience with office computers and equipment is essential. Experience in MS Word, Excel, Outlook, and working on our website is essential. A high school diploma or GED and a valid Michigan driver's license are required with preference given to individuals with prior office work experience. A successful criminal background check including fingerprinting is required. Starting wage is \$15.48 per hour. Thomas Township is an EEO employer.

Any questions regarding this job should be directed to Fire Chief Mike Cousins (989) 781-4141 mcousins@thomastwp.org.

If you are interested in applying for this position, please indicate your interest by submitting a written cover letter, along with your résumé to the Fire Chief by 5:00 p.m. on March 24, 2023. Thomas Twp. Fire Dept. 8215 Shields Dr. Saginaw, Michigan 48609. No phone calls are accepted.