



JOB OPENING

JOB TITLE:	Department Aide (Vital Records Clerk)
POSTING DATE:	November 10, 2025
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	City Clerk's Office
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Regular Full-Time
START DATE & WORK SCHEDULE:	ASAP Monday – Friday, 8:30 - 4:30 p.m. Overtime is required during election cycles in the evenings and weekends as needed.
PAY RATE:	\$46,616 – \$53,256
PREVIOUS WORK EXPERIENCE:	Two (2) years experience in City Clerk's Office or similar environment.
EDUCATION:	High School Education or equivalent.
SPECIAL SKILLS & TRAINING:	Experience using State of Michigan vital records software programs – VERA and EDRS and State of Michigan Qualified Voter File Software for Elections. Experience in Excel and Microsoft Office.
BASIC RESPONSIBILITIES:	Receiving and filing all vital records for the City through Vital Event Registration Application (VERA) and Electronic Death Registry System (EDRS), end of the month vital stats reporting to the County and State, updating voter records status in QVF based on vital record information, bid document filing and returning bid bonds to vendors, answering calls for City Hall and directing to appropriate departments, assisting residents/customers at the counter, various election related duties and general clerical duties as needed; back up to other positions including processing of permits – seasonal, special events, peddlers, etc.
HOW TO APPLY:	All candidates must complete an online application . Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.