



JOB OPENING

JOB TITLE	Clerk Typist I
POSTING DATE	February 3, 2026
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION	Planning & Community Development/Zoning
EMPLOYEE GROUP	TPOAM
EMPLOYMENT STATUS	Full-Time
START DATE & WORK SCHEDULE	ASAP Monday – Friday with occasional overtime
PAY RATE	\$39,073 – 44,551
PREVIOUS WORK EXPERIENCE	General office and clerical experience required. BS&A software preferred.
EDUCATION:	High School graduate or equivalent.
SPECIAL SKILLS & TRAINING	Proficient use of Microsoft Office applications, including power point, Ability to learn new software such as BS&A. Must demonstrate ability to perform job functions accurately, confidently and in an organized manner.
BASIC RESPONSIBILITIES	General office and clerical experience including; typing, filing, assembling meeting agendas, interaction with public via phone and in person, public mailings and other office duties as assigned.
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.