

**SYLVAN TOWNSHIP ACCEPTING APPLICATIONS
FOR A RECORDING SECRETARY**

The Township of Sylvan, 18027 Old US 12, Chelsea, MI 48118 is currently seeking applicants for a recording secretary for our Planning Commission. The rate of pay is \$25 per hour. Meetings are at the Sylvan Township Hall once per month at 7 p.m. until approximately 9 p.m., with additional hours to be paid for transcribing the minutes. There is also the possibility of recording and transcribing the minutes for the Board of Trustees and Zoning Board of Appeals, with monthly meetings held at the Sylvan Township Hall in the evening.

JOB QUALIFICATIONS: Applicant should be reliable, and somewhat flexible because the monthly meetings are sometime re-scheduled or canceled. Accuracy is required, as is the ability to be observant and detail oriented. Experience with Word is necessary. To obtain an application and full job description go sylvantownshipmi.gov; or contact Amanda Nimke at animke@sylvantownshipmi.gov, or (734)475-8890, ext. 116. You can either mail **or** drop off your original application, copy of your resume' and a letter of intent to our address above. Office hours are M-Thurs 9am until noon. This position is open until filled.