

## **EMPLOYMENT OPPORTUNITY**

### **Full Time Clerical Position Mason County Clerk's Office**

The Mason County Clerk's Office is seeking a qualified individual for a Full Time Court Clerical position. Individuals applying for this position must be energetic, a team-player, willing to learn, have general clerical skills, strong computer and typing skills, extremely keen attention to detail, and be able to work professionally with the general public. The ability to multi-task and stay organized is stressed. Persons interested in making application for this full time position may pick up a job application packet at the office of the Mason County Clerk's Office located in the Mason County Courthouse, 304 East Ludington Avenue, Ludington, Michigan, Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. Only those applications that are contained in the job application packet and returned not later than 1:00 p.m. on September 17, 2021 will be considered. The County of Mason and the Mason County Clerk's Office are Equal Opportunity Co-Employers.

Cheryl Kelly, Mason County Clerk