



Temporary Planning Clerk (Scanning)

POSITION SUMMARY

Under the general supervision of the Planning Director, or other designated staff, aids Planning Department with scanning projects.

RELEVANT DETAILS

Temporary/Seasonal position, Monday through Friday, 8:00 a.m. to 5:00 p.m., with flexible working hours and schedule. Minimum two-month assignment, with the possibility of extension based on department needs. \$18-\$22 per hour, depending on qualifications.

APPLICATION PROCESS

Please Submit a completed application to the City of Traverse City Human Resource Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to jobs@traversecitymi.gov Position will remain open until filled. Application link: [Application](#) Application QR code:



ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Perform tasks related to document scanning and digital file organization.
2. Scan, index, and archive planning and zoning records into the document management system.
3. Ensure scanned documents are high-quality and properly categorized for easy retrieval.
4. Assist in reviewing and verifying digital records for accuracy and completeness.
5. Maintain organization of physical and digital records in accordance with department standards.
6. Provide general office support, including data entry and basic clerical tasks.
7. Performs related work as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS

- Must be at least 18 years of age; possess & maintain a valid driver's license.
- General knowledge of office procedures and records management.
- Skill in the use of office equipment, including document scanners, computers, and related software.
- Ability to organize and categorize digital and physical records accurately.
- Strong attention to detail and ability to maintain accuracy in repetitive tasks.
- Ability to read, write, speak, and understand the English language.
- Ability to follow instructions, work independently, and meet deadlines.
- Ability to establish effective working relationships with staff and maintain professionalism in a team environment.
- Prior experience with document scanning or digital archiving is preferred but not required.