

Announcement No. 26-001

January 8, 2026

INTERNAL/EXTERNAL POSTING
LICENSING AND ELECTION SPECIALIST
CITY CLERK'S OFFICE
GME-CT Grade Classification 7

Under the direct supervision of the Deputy City Clerk and general supervision of the City Clerk. Coordinates a broad range of licensing and permitting functions, including reviewing and permitting for special events. Independently maintains voter registration records, and performs a variety of administrative election functions in compliance with Michigan Election laws. The responsibilities of the position require interpretation, understanding and research of local ordinances, policies and state laws. Must be able to maintain focus, hold great attention to detail and synthesize a multitude of information in the midst of interruptions and multiple tasks. Must possess solid critical thinking skills and have the ability to maintain professional poise with a variety of customers; shows respect and sensitivity for cultural differences and maintains a high level of confidentiality. Must have excellent typing, writing, word processing, data entry, filing, competent computer literacy, accuracy, and proofreading and telephone skills. Explains office services and procedures as well as general City functions. Screens inquiries and independently processes routine matters. Position requires high-level customer service and ability to handle multiple priorities and interruptions in this fast-paced, deadline-oriented office.

This is a full-time union position. Starting Pay is \$26.55 per hour with a competitive benefits package.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- ✓ Associate's Degree or equivalent, with additional applicable related work/college courses as necessary to maintain ability and skills
- ✓ A minimum of two years of related experience.
- ✓ Thorough knowledge of office practices, systems, procedures and equipment, including but not limited to computers, scanners, copy machines, multi-line phone systems, e-mail and internet use.
- ✓ Possess excellent verbal and written communication skills including English, spelling and grammar.
- ✓ Ability to analyze information, apply logic and interpretation skills to make decisions in accordance with established policies and procedures.
- ✓ Ability to establish and maintain positive and effective working relationships with staff and represent the Department/City in a positive, courteous, professional and friendly manner with all internal and external customers at all times.

TO BE CONSIDERED CANDIDATES MUST SUBMIT APPLICATION to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to jobs@traversecitymi.gov. Application can be found at www.traversecitymi.gov/jobs/
Internal applications are due by 5:00 PM Thursday, January 15, 2026.

Traverse City is an Equal Opportunity Employer