



JOB POSTING

Posting will remain open until filled – employment will start ASAP

2026 Temporary (Summer) Office Clerk

SUMMER OPENINGS are available at the following locations:

All Summer Office Clerks will be paid an hourly wage of \$18.00. Work schedule will be location specific as indicated below.

Administration (Customer Service/Billing) 4610 Beecher Rd, Flint 48532: 1 opening

Schedule: Monday-Friday 8:00AM to 5:00PM

Successful applicants must meet the minimum qualifications below in addition to the following conditions:

Job Duties: Receives on the job training. Assists with various departmental administrative and clerical work including data entry, filing and other duties as assigned. Working conditions will consist of normal office environment with little, if any, discomfort due to heat, dust, noise and the like. For ARTP working environment could include normal wastewater treatment plant atmosphere with some exposures to fumes, odors, dust and noise.

Minimum Qualifications, Licenses/Certificates and Special Requirements:

- Graduation from a high school or equivalent G.E.D and must be at least 18 years of age.
- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.
- Basic computer literacy is required. Working knowledge and experience with Microsoft Office (Word and Excel) is required. Computer skills necessary to maintain various departmental records and databases.
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, customers, and others.
- Offer of employment will be contingent on the individual's ability to successfully pass a pre-employment physical and drug screen.

Summer temporary employees shall be retained for a maximum of eighty-nine (89) calendar days. College students are preferred but not required. A completed application (available on our website www.gcdcwws.com) with resume should be submitted to the HR Department, G-4610 Beecher Road, Flint, MI 48532. **Applicants MUST indicate the position and location they are applying for.**

Division of Water & Waste Services G-4610 Beecher Rd., Flint MI 48532-2617 (810) 732-7870 www.gcdcwws.com