

# Job Posting

## Village Clerk

Village of Fife Lake, Michigan

**Term:** Fulfill current vacancy (2027) until next reappointment

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## Position Summary

The Village of Fife Lake is accepting applications for the position of **Village Clerk**. The Village Clerk serves as the official record keeper and election official of the Village and performs duties as required by Public Act 3 of 1895 (Michigan General Law Village Act), including MCL 64.5–64.8 and Village Council policies.

## Key Responsibilities

- Maintain custody of all official Village records, ordinances, resolutions, contracts, and documents
- Attend Village Council meetings and prepare, certify, and preserve official meeting minutes
- Maintain and affix the official Village seal and certify official documents
- Administer local, state, and federal elections in compliance with Michigan Election Law
- Maintain voter registration and election records and coordinate with county and state officials
- Issue Village licenses and permits as authorized by ordinance
- Collect, receive, and transmit fees and monies as required and coordinate with the Village Treasurer
- Ensure compliance with record retention requirements, FOIA, and applicable state statutes
- Maintain a bond as required by law
- Perform other duties as required by statute or assigned by the Village Council

## Required Qualifications

- Must meet eligibility requirements under Michigan law and the Michigan General Law Village Act
- Strong organizational, record-keeping, and communication skills
- Ability to manage confidential information with professionalism and integrity
- Ability to attend evening meetings and meet statutory deadlines

## Preferred Qualifications

- Prior municipal or governmental experience
- Knowledge of the Michigan General Law Village Act, Michigan Election Law, and FOIA
- Experience with public records management or election administration

## **Schedule and Compensation**

The Village Clerk position is contracted for 20 hours per week to include office hours. The scheduled hours can be flexible with the potential of a remote work option as well.

Compensation shall range from approximately \$18-\$22/hr based upon training and experience. The position includes 40 hours of accruable sick time per year at a rate of 1 hour earned for every 30 hours worked.

## **How to Apply**

Interested candidates should submit a letter of interest and resume to:

Village of Fife Lake  
616 Bates Street PO Box 298  
Fife Lake MI 49633

Via email to:  
[president@fifelakevillage.org](mailto:president@fifelakevillage.org)

Applications will be accepted until the position is filled or until the published deadline.

## **Equal Opportunity Employer**

The Village of Fife Lake is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.