



# **POSITION VACANCY NOTICE**

## **Job Posting**

### ***Clerk Cashier***

The City of Buchanan is looking to fill an immediate vacancy for the position of Clerk Cashier. This posting will be advertised internally and externally beginning on Friday, August 13, 2021, and shall remain open for a minimum period of seven (7) regularly scheduled working days prior to the application deadline. Consequently, the application deadline for this posting is August 17, 2021. To ensure consideration for the position, applications MUST be submitted no later than 5:00 p.m. on Monday, August 23, 2021. Applications may still be submitted after this date, as the position is open until filled. However, consideration of applications submitted after the deadline listed above is not guaranteed, as this is an immediate vacancy that needs filled as soon as possible. Questions about this posting may be directed to City Manager Heather Grace at (269) 362-2545.

- Attached to this "Position Vacancy Notice" is the "statement of qualifications" (job description).
- The division and shift where the vacancy occurs is 1<sup>st</sup> shift in the city hall administrative division of the City of Buchanan. This position is generally covered by the Local 2757.11 AFSCME (American Federal of State, County and Municipal Employees).
- The City of Buchanan shall strive in all cases to hire those individuals who, in its judgment, represent the best qualified applicants for any position vacancies. Selection criteria for any position vacancy, including this one, shall, therefore, be established at the sole discretion of the City of Buchanan.
- The City of Buchanan will not discriminate against current employees. In cases where one or more current City employees seek a posted vacancy and meet all qualifications for the position in question, the City shall hire the best qualified current City employee making application for that position unless a non-employee possesses job qualifications which are superior to those of all internal applications in light of the selection criteria established by the City of Buchanan.
- The City of Buchanan is an equal opportunity employer.
- Hourly pay depends upon placement in "Step" classification, as per Union Contract, and shall be either \$19.09/hour for Step 1, \$21.09/hour for Step 2, or \$23.75 for Step 3.

***How to Submit an Application-*** Interested applicants should submit an application and cover letter with a resume and list of references to: Buchanan City Hall, ATTN: City Manager, 302 N. Redbud Trail, Buchanan, Michigan, 49107. Submissions may also be sent via email to [hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com) with the subject line "Clerk Cashier Application". Position remains open until filled. Deadline to ensure review of application materials is 5:00 p.m. on Monday, August 23, 2021. Applications are attached to this posting and are also available at Buchanan City Hall.