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**TO:** Board of Trustees

**FROM:** Mike Dolan, Clerk  
Michelle DeLancey, Director of Accounting & HR

**DATE:** November 21, 2023

**AGENDA ITEM TOPIC:** Clerk/Elections Assistant hiring

Number of Supporting Documents: **2**

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### **Requested Action**

Motion to: Approve the conditional offer of employment for the full-time Clerk/Elections Assistant position, at a rate of \$22.72 an hour (grade 4, step 2). Contingent upon all appropriate pre-employment policies and procedures being met with regard to the employment of the applicant.

### **Background**

On October 3, 2023, the Township Board approved the request to post the job opening for the Clerk/Elections Assistant position. In addition to posting the position on the Township website it was also posted with MAMC, MTA and Indeed, and we received ample responses for the position. Interviews were conducted with the qualified applicants on Thursday, November 2nd and Thursday, November 9th by Clerk Dolan, Director of HR DeLancey, and Deputy Clerk Kuzner. We have arrived at a unanimous decision, and we would like approval to hire the top candidate, attached.