



10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

Supervisor Pat Hohl **Clerk** Mike Dolan **Treasurer** Jason Negri **Trustees** Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

Hamburg Township-Conditional Offer of Employment

Job Title: Clerk/Elections Assistant
Start Date: Tentative (December 11, 2023)
Department: Clerk

Employment Status: Full-Time
Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Salary: \$22.72 Grade 4 Step 2 (hourly, non-exempt)

Probation Period: 6 months

Benefits: Blue Cross & Blue Shield Health Insurance
Blue Cross & Blue Shield Dental Insurance
Blue Cross & Blue Shield Optical
OR payment in lieu of benefits \$250 per month (\$3,000 annually)

Life Insurance \$25,000 death, \$50,000 accidental death

Disability – long and short term

MERS Define Contribution - 401A, 10% of salary contributed by Twp.

MERS 457b – Employee voluntary contribution

Tuition Reimbursement: \$6,000.00 per fiscal year

Paid Time off: 13 Paid Holidays
PTO time – 8 hours' time accrued each month
Vacation – 80 hours 1st anniversary (See Schedule)