

Part Time Assistant to the Assessor-

Charter Township of Comstock is seeking qualified applicants for the position of part time assistant to the assessor. Assessing experience preferred. Minimum qualifications include high school diploma, working knowledge of Windows XP and MS Office. Requires at least 1 year of previous office experience in but not limited to computers, typing, filing, telephone skills, and working with the public in a professional manner. Must be highly detail oriented, organized, have written and verbal communication skills, and be a good team player. All applicants must have a valid driver's license. Send resumes to: Charter Township of Comstock, P.O. Box 449, Comstock, MI 49041 or email to wkurtz@comstockmi.com. Deadline to apply: January 21, 2011 at 5 pm. Applications received after that date will not be considered. Charter Township of Comstock is an equal opportunity employer.