

**JOB OPENING – HURON COUNTY BUILDING & ZONING DEPARTMENT**

**JOB DESCRIPTION AND REQUIREMENTS**

Department: Huron County Building & Zoning Department

Title: Casual Employee primarily during summer months; Limited to 750 hours per calendar year

Wage: To be determined

Benefits: None

Duties: Clerical work involving filing, scanning, telephone, general office duties.

Qualifications: Knowledge of Microsoft Office Suite.

Opening: Immediately

To Apply: Contact: Jeff Smith  
Huron County Building & Zoning Department  
250 E. Huron Ave., Room 102  
Bad Axe, MI 48413

Office: 989-269-9269  
Fax: 989-269-3362  
Email: smithj@co.huron.mi.us

Dated: May 7, 2024

*NJM 5-7-24*