

Duluth Township is Hiring!

Duluth Township is seeking a Deputy Clerk for 15 hours/week.

Responsibilities include maintaining the Township website as well as assisting the Town Clerk with all duties, including dealing with the public. Preferred qualifications include high school diploma, computer literacy (preferably including familiarity with Microsoft Office Suite), attention to detail, as well as good communication and interpersonal skills. Salary will commensurate with experience.

Starting date mid-November.

Please email resume and cover letter to:

townclerk@duluthtownship.org by October 29, 2021

