



OAKLAND COUNTY MERIT SYSTEM An Equal Opportunity Employer

SUMMER JOBS 2023

Oakland County Michigan is accepting applications for **summer jobs beginning on Monday, February 6, 2023**. All available positions are listed on the reverse side of this announcement. Once a sufficient number of applications are received, a closing notice will be announced.

APPLICATION PROCEDURES – Please read before completing Application Form

Applicants must submit an Oakland County Merit System on-line employment application for each position applying for.

Applicants must meet the minimum qualifications as listed on this announcement for the position applied for. For positions that require 48 credit hours of college coursework, the applicant must upload a copy of college transcripts (**required credits must be completed at the time of application to meet the minimum qualifications for the position**). The application is the only source of information used in the screening process. It is important that the application be filled out completely and accurately. Certain positions may require driving and will require a valid United States driver's license and a driving record will be obtained.

Applicants under 18, who have not completed High School, will be required to obtain working papers at the time of appointment. Applicants under 18 will also be required to provide written parental consent for the employment physical and a parent/guardian must be present for the TB skin test. Drug testing may be required of individuals assigned to the Sheriff's Office, Children's Village, Medical Examiner and Animal Control. All applicants must provide original documents as required under the Immigration Reform and Control Act of 1986 to verify their legal right to be employed in the United States. The County also participates with E-Verify.

Summer employment will generally be limited to a maximum of 13 weeks. In certain departments and positions, the nature of the work may require a longer term of employment.

Applicants who do not meet the minimum qualifications and are not accepted will be notified by e-mail. All accepted applications will be kept on file and reviewed as vacancies occur. Persons appointed to a summer position will no longer be considered for other summer positions for which they may have applied.

HOW TO APPLY

Apply on-line at www.oakgov.com/jobs, or apply at one of our application PC stations at the Oakland County Human Resources Department, Executive Office Building 41 West, 2100 Pontiac Lake Road, Waterford, MI 48328-0440 or call our hotline at 248-858-0530 for more information.

ANNOUNCED: 02/01/2023

JOB NUMBER	JOB TITLE AND QUALIFICATIONS	HOURLY FIRST YEAR RATE	HOURLY RETURNING 6TH YEAR RATE
2023-30	SUMMER BUSINESS CLERK - Must be at least 16 years old.	\$12.05	\$14.06
2023-31	LIFEGUARD Must be at least 16 years old and pass the International Lifeguard Training Program that includes passing a three-part exam: physical condition, written and a hands-on practical.	\$14.65	\$17.09
2023-32	LAW CLERK – Must be enrolled in Law School and possess a valid driver’s license.	\$16.96	\$19.79
2023-33	ANIMAL CENSUS WORKER – Must be at least 18 years old, possess a valid driver’s license and have no convictions of a criminal nature.	\$14.06	\$14.06

Applicants for the following positions are not required to be students, but must have completed the educational requirements.

2023-34	SUMMER BUSINESS ASSISTANT – 48 credit hours including 9 credit hours of coursework in Business Administration, Computer Science, Planning, Architecture, Economics, Education, Communication, Engineering or a related area (<u>credits must be completed at the time of application</u>).	\$12.66	\$14.77
2023-35	CRIMINAL JUSTICE/CASEWORK ASSISTANT – 48 credit hours including 9 credit hours of coursework in Sociology, Psychology, Criminal Justice or related area (<u>credits must be completed at the time of application</u>).	\$12.66	\$14.77
2023-36	HEALTH EDUCATION ASSISTANT – 48 credit hours including 9 credit hours of coursework in Community Health, Education, Biology, Nutrition, or related area (<u>credits must be completed at the time of application</u>).	\$12.66	\$14.77
2023-37	EPIDEMIOLOGIST INTERN – Enrolled in a Master of Public Health program at an accredited college or university and possess a valid driver’s license.	\$16.96	\$19.79
2022-38	SANITARIAN INTERN – Currently enrolled in an accredited college or university majoring in Public Health, Sanitary Science, or Environmental Health or a closely related area. Possess a valid driver’s license.	\$16.96	\$19.79

*Part-time positions for the Parks and Recreation Department are posted on-line at www.oakgov.com/jobs.