CLERK VACANCY

KEWEENAW COUNTY CLERK & REGISTER OF DEEDS

Applications are being accepted for appointment to fill a midterm vacancy in the position of Keweenaw County Clerk & Register of Deeds. Under Michigan law, the combined office of County Clerk and Register of Deeds fulfills distinct constitutional and statutory functions, and applicants must meet the necessary criteria as established under Michigan law. Applications are available in the link below. Applications for this position will be accepted until Friday, October 9, 2026 at 4:00 p.m.

The annual salary for this position is $73,460 and includes a comprehensive benefit package, including health insurance, life insurance, and participation in the MERS pension retirement program.

Completed applications may be mailed to:

Circuit Judge Brittany A. Bulleit
Houghton County Courthouse
401 E. Houghton Avenue
Houghton, MI 49931

or may be emailed to:

clerk@keweenawcountymi.gov

KEWEENAW COUNTY APPLICATION FOR EMPLOYMENT

CAREFUL AND THOUGHTFUL COMPLETION OF THIS APPLICATION IS AN IMPORTANT STEP IN OUR CONSIDERATION OF INDIVIDUALS FOR EMPLOYMENT. PLEASE COMPLETE THE ENTIRE APPLICATION. PLEASE PRINT ALL INFORMATION IN INK.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND SHALL CONSIDER QUALIFIED APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, HEIGHT, WEIGHT, MARITAL STATUS, VETERAN STATUS OR DISABILITY.

PERSONAL

Date of Application_____

Name_____
(Last) (First) (Middle)

Address_____ Phone #_____
(Number) (Street) (City/State) (Zip)

How long at this address? _____ Email _____

When are you available for work? _____ Are you working now? Yes_____ No _____

May we contact your present employer? Yes_____ No_____ Rate of pay expected? $_____Per Year

Are you authorized to work in the United States? Yes_____ No _____

Have you ever been convicted of a criminal offense? (Misdemeanor or Felony) Yes_____ No _____

If so, where, when and nature of offense?-(Conviction of a crime will not be an automatic bar to employment)

_____

_____

Do you have a valid driver's license? Yes _____ No _____ Driver's License # _____

MILITARY SERVICE RECORD

Have you ever been in the Armed Forces or a member of the National Guard? Yes _____ No _____

If so, what branch? _____ Rank at Discharge _____

Were you honorably discharged? Yes _____ No _____ Discharge Date _____

EDUCATION

Type of School	Name of School	Location	Years Completed	Major & Degree
High School				
College				
Business/Trade				
Professional School				

Any other educational training? _____

_____

REFERENCES

Please list two references other than relatives or previous employers.

Name_____ Name_____

Position_____ Position_____

Company_____ Company_____

Address_____ Address_____

_____ _____

Telephone #_____ Telephone #_____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the position for which you are applying.

WORK EXPERIENCE

Please list your work experience beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer_____ Address_____ City, State, Zip_____ Job Title_____ Supervisor_____ Phone #_____	Employment Dates From To	Pay or Salary Start Final
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

Name of Employer_____ Address_____ City, State, Zip_____ Job Title_____ Supervisor_____ Phone #_____	Employment Dates From To	Pay or Salary Start Final
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

Name of Employer_____ Address_____ City, State, Zip_____ Job Title_____ Supervisor_____ Phone #_____	Employment Dates From To	Pay or Salary Start Final
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Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

AUTHORIZATION AND CERTIFICATION

Please carefully read the following statements and initial each one where indicated. If you have a question regarding any of the statements, please ask prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by the statements below.

Initial:

____ I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact subjects me to disqualification or, if hired, dismissal.

____ I authorize Keweenaw County to contact any of the persons or organizations referenced in my application materials. I also authorize any person contacted to provide to Keweenaw County any and all information regarding my employment, education, or any other information concerning any of the subjects covered by the application. I agree to execute employment records release authorization forms as may be required by Keweenaw County requesting employment records from my present and/or former employer(s).

____ I understand that I may be required to successfully pass a physical and/or drug test to gain employment with Keweenaw County. I consent freely and voluntarily to participate in required test(s), at a location selected by Keweenaw County. I also consent to the release of test(s) results to Keweenaw County. I hereby release and hold harmless Keweenaw County, its officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, except for their negligence, arising from the test(s) and decisions concerning employment based upon the results of this test(s). In addition, I understand that Keweenaw County maintains a drug-free and a smoke-free workplace.

____ I understand that this position may have certain security requirements and that Keweenaw County has determined that a police background check will be conducted prior to making a decision regarding employment. I authorize Keweenaw County, its officers, agents, and employees to conduct such a check and I release and hold harmless Keweenaw County, its officers, agents, and employees from any liability, except for its negligence, related to the performance or result of this check.

____ If accepted for employment with a bargaining agreement, I agree that my status as an employee, depends upon successful performance during a probationary period and that I am an “at-will” employee during this probationary period.

_____ _____

Applicant’s Signature Date

Thank you for your interest in employment with Keweenaw County.

Equal Housing Opportunity
Equal Opportunity Employer