



## OAKLAND COUNTY MERIT SYSTEM

An Equal Opportunity Employer

### SUMMER JOBS 2016

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Oakland County Michigan is accepting applications for **summer jobs beginning on Monday, February 8, 2016**. All available positions are listed on the reverse side of this announcement. **Last date to apply is Monday, February 22, 2016.**

#### **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 complete the section listing college attended and major (required credits must be completed at the time of application to meet the minimum qualifications for the position). The application may be 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 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/](http://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. Applications must be submitted no later than **February 22, 2016**. Late applications will not be accepted.

**ANNOUNCED: 2/08/2016**

**CLOSING: 2/22/2016**

<b>JOB NUMBER</b>	<b>JOB TITLE AND QUALIFICATIONS</b>	<b>HOURLY FIRST YEAR RATE</b>	<b>HOURLY RETURNING YEAR RATE</b>
<b>2016-9</b>	<b>SUMMER CLERICAL</b> - Must be at least 16 years old.	<b>\$9.0174</b>	<b>\$9.6464</b>
<b>2015-28</b>	<b>PARKS &amp; RECREATION ATTENDANT</b> - Must be at least 16 years old and may be required to provide safety shoes.	<b>\$9.0174</b>	<b>\$9.6464</b>
<b>2016-19</b>	<b>SUMMER SEASONAL LABORER</b> – Must be at least 18 years old, possess a valid driver’s license and may be required to provide safety shoes.	<b>\$9.7381</b>	<b>\$10.2238</b>
<b>2015-92</b>	<b>LIFEGUARD</b> – Must be at least 16 years old and pass the International Lifeguard Training Program and Parks & Recreation Water Safety Test.	<b>\$10.2499</b>	<b>\$11.0110</b>
<b>2016-10</b>	<b>LAW CLERK</b> – Must be enrolled in Law School.	<b>\$16.1293 Flat Rate</b>	
<b>2016-11</b>	<b>SUMMER ANIMAL CENSUS WORKER</b> – Must be at least 18 years old, possess a valid driver’s license and have no convictions of a criminal nature.	<b>\$10.9719</b>	<b>\$11.5363</b>
<b>2015-91</b>	<b>PARKS &amp; RECREATION PROGRAM LEADER</b> – Must have at least 3 months experience in youth or adult leadership, 4-H programs or recreation/nature programming.	<b>\$10.1756</b>	<b>\$10.9719</b>
<b>2016-12</b>	<b>SEASONAL PROGRAM LEADER</b> – Must have at least 3 months experience in youth or adult leadership or recreation/nature programming.	<b>\$10.1756</b>	<b>\$10.9719</b>
<b>2015-60</b>	<b>PARKS AND REC SEASONAL PROGRAM SPECIALIST</b> – Must be a high school graduate, have at least 1 year experience in a supervisory or administrative capacity in a civic, philanthropic, social/sports club, volunteer group, or related area, and possess a valid driver’s license.	<b>\$12.1010</b>	<b>\$16.7016</b>
<b><u>Applicants for the following positions are not required to be students, but must have completed 48 credit hours.</u></b>			
<b>2016-13</b>	<b>SUMMER BUSINESS ASSISTANT</b> – 48 credit hours including 9 credit hours of coursework in Business Administration, Computer Science, Planning, Architecture, Economics, Education, Communications, Engineering or a related area ( <u>credits must be completed at the time of application</u> ).	<b>\$10.1756</b>	<b>\$10.9719</b>
<b>2016-14</b>	<b>SUMMER CRIMINAL JUSTICE/CASEWORK ASSISTANT</b> – 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> ).	<b>\$10.1756</b>	<b>\$10.9719</b>
<b>2016-15</b>	<b>SUMMER HEALTH EDUCATION ASSISTANT</b> - 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> ).	<b>\$10.1756</b>	<b>\$10.9719</b>
<b>2016-16</b>	<b>SEASONAL HORTICULTURE ADVISOR</b> – 48 credit hours including 9 credit hours of coursework in Horticulture, Natural Resources, Agriculture, or related area <b>OR</b> have completed Master Gardener Volunteer Program requirements ( <u>credits must be completed at the time of application</u> ).	<b>\$10.2499</b>	<b>\$11.6541</b>