

Forsyth Township is now accepting applications for Zoning Official/Assessing Assistant. A complete job description, can be seen at [www.forsyhtownship.org](http://www.forsyhtownship.org), or at the Township Office.

**MINIMUM QUALIFICATIONS REQUIRED:**

- Analytical skills, with ability to comprehend, interpret and process detailed information.
- Skill in the operation of personal computer and other standard office equipment. Proficiency in MS Word, Excel, and Outlook. Experience writing, typing and mailing business correspondence.
- Skill in establishing and maintaining effective working relationships with public officials, supervisors, fellow employees, and the general public.
- Skill in making effective oral and written presentations
- Ability to work in a fast-paced environment.
- Ability and confidence learning new computer programs.
- Valid driver's license with good driving record.

Applications can be picked up at the Township Office Monday through Thursday 7:30-4:00, Friday 7:30-11:30 or downloaded from [www.forsyhtownship.org](http://www.forsyhtownship.org) employment tab. Resume and application may be dropped off at 186 W. Flint St., or mailed to Forsyth Township, PO Box 1360, Gwinn, MI 49841. Applications must be received in the Township Office no later than 4 p.m. on Friday August 20, 2021. Forsyth Township is an Equal Opportunity Employer and Provider.