

**BUSINESS OFFICE CLERK**  
**BRITTON BUILDING**  
**2025-2026 SCHOOL YEAR**

\$15.40/HR (30 WORKING DAY PROBATION)  
\$17.00/HR AFTER PROBATION

APPLICATION DEADLINE: June 3, 2025 @5:00 PM  
START DATE: Upon paperwork completion  
HOURS: 7:00 – 2:00 (.5 hr. unpaid lunch)

High School Diploma  
Individual will work under the supervision of the Superintendent  
Computer skills a must including Microsoft Suite  
Basic finance skills  
Good oral and written communication skills  
Responsible and reliable

APPLY TO:  
Stacy Johnson, Superintendent  
Britton Deerfield Schools  
201 College Ave  
Britton, MI 49229  
stacy.johnson@bdschools.us