



OAKLAND COUNTY MERIT SYSTEM

An Equal Opportunity Employer

SUMMER JOBS 2021

Oakland County Michigan is accepting applications for **summer jobs beginning on Monday, February 1, 2021**. 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: 02/01/2021

JOB NUMBER	JOB TITLE AND QUALIFICATIONS	HOURLY FIRST YEAR RATE	HOURLY RETURNING 6TH YEAR RATE
2021 – 12	SUMMER BUSINESS CLERK - Must be at least 16 years old.	\$11.3149	\$13.1990
2021 – 13	SUMMER SEASONAL LABORER – Must be at least 18 years old, possess a valid driver’s license and may be required to provide safety shoes.	\$11.3149	\$13.1990
2020 – 159	LAW CLERK – Must be enrolled in Law School.	\$15.9212	\$18.5726
2021 – 14	SUMMER ANIMAL CENSUS WORKER – Must be at least 18 years old, possess a valid driver’s license and have no convictions of a criminal nature.	\$11.3149	\$13.1990

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

2021 – 15	SUMMER BUSINESS ASSISTANT – 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>).	\$11.8803	\$13.8591
2021 – 16	SUMMER 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>).	\$11.8803	\$13.8591
2021 – 17	SUMMER 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>).	\$11.8803	\$13.8591
2021 – 18	STUDENT EPIDEMIOLOGIST – Enrolled in a Master of Public Health program at an accredited college or university.	\$15.9212	\$18.5726
2020 – 160	STUDENT SANITARIAN – 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.	\$15.9212	\$18.5726

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

NOW HIRING

2021 Seasonal Jobs

Work Outside

Have Fun

Learn New Skills

Year-Round Day Use Parks hire staff to work up to 1,000 hours at any of our 14 parks

Park Leader	Recreation Program Specialist	\$16.72/hr
Park Worker	Parks Helper	\$12.47/hr
Parks Attendant	Parks Attendant	\$11.31/hr

Natural Resources Field Technicians are needed to help steward our lands for \$16.60/hr.

5 Golf Courses: work up to 1,000 hours March – November

Glen Oaks - Farmington Hills, Lyon Oaks - Wixom, Red Oaks - Madison Heights,
Springfield Oaks - Davisburg, White Lake Oaks - White Lake

Golf Course Leader	Recreation Program Specialist	\$16.72/hr
Golf Course Worker	Parks Helper	\$12.47/hr
Parks Attendant	Parks & Rec Attendant	\$11.31/hr

3 Grill Rooms: work up to 1,000 hours March – November

Lyon Oaks - Wixom, Springfield Oaks - Davisburg, White Lake Oaks - White Lake

Grill Leader	Recreation Program Specialist	\$16.72/hr
Grill Wait Staff	Parks Helper	\$12.47/hr
Grill Cook	Cook II	\$15.01/hr
Grill Worker	Food Service Worker	\$11.31/hr

2 Campgrounds: work up to 1,000 hours March – November

Addison Oaks - Leonard, Groveland Oaks - Holly

Campground Leader	Recreation Program Specialist	\$16.72/hr
Campground Worker	Parks Helper	\$12.47/hr
Parks Attendant	Parks Attendant	\$11.31/hr

Groveland Oaks hires Food Service Workers to help in the Concession for 500 hours May-Sept. for \$11.31/hr

Holly Oaks ORV Park – work year-round, must be at least 18 years old

ORV Park Leader	Recreation Program Specialist	\$16.72/hr
ORV Park Worker	Parks Helper	\$12.47/hr
ORV Park Maintenance Leader	Parks Maintenance Aide	\$15.81/hr

Apply at Oakgov.com/jobs 248-858-0530

NOW HIRING

2021 Seasonal Jobs

Make Friends

Make Memories

Make a Difference

Recreation Programs & Services hire staff to work up to 1,000 hours year-round at programs and events across Oakland County!

Most positions report to Waterford Oaks – Waterford or one of our two Nature Centers:

Independence Oaks – Clarkston or Red Oaks – Madison Heights

Seasonal positions work up to 500 hours May - October

Archery Facilitator	Program Leader	\$11.88/hr
Recreation Program Leader	Program Leader	\$11.88/hr
Recreation Assistant	Parks Helper	\$12.47/hr
Nature Center Worker	Parks Helper	\$12.47/hr
Archery Coordinator	Recreation Program Specialist	\$16.72/hr
Nature Program Coordinator	Recreation Program Specialist	\$16.72/hr
Recreation Coordinator	Recreation Program Specialist	\$16.72/hr

2 Waterparks hire staff to work 500-1,000 hours May – September

Red Oaks - Madison Heights, Waterford Oaks - Waterford

Parks Attendant	Parks Attendant	\$11.31/hr
Lifeguard	Lifeguard	\$12.47/hr
Summer Seasonal Laborer	Summer Seasonal Laborer	\$11.31/hr
Concession Cook	Food Service Worker	\$11.31/hr
Waterpark Worker	Parks Helper	\$12.47/hr
Concession Worker	Parks Helper	\$12.47/hr
Assistant Waterpark Leader	Parks Helper	\$12.47/hr
Head Lifeguard	Head Lifeguard	\$15.02/hr
Waterpark Leader	Recreation Program Specialist	\$16.72/hr
Concession Leader	Recreation Program Specialist	\$16.72/hr

Lifeguards receive FREE training provided by Oakland County Parks and Recreation and must participate in regular in-service training to maintain lifeguard skills. Confident swimmers who are 16 years and older by June 1, 2021 may apply.

Apply at [Oakgov.com/jobs](https://oakgov.com/jobs) 248-858-0530

2021 Seasonal Jobs

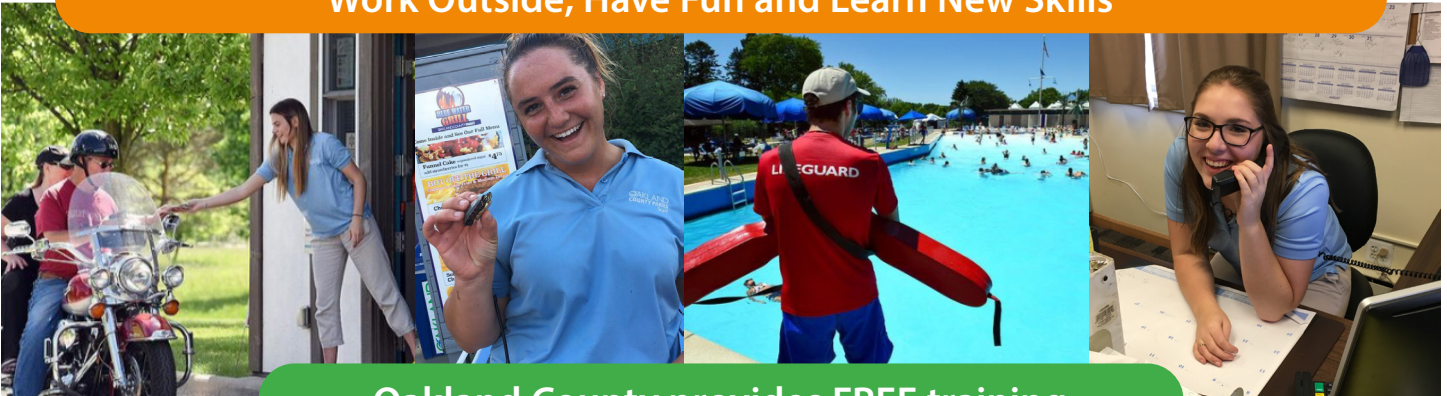
Individuals 16 years and older by June 1, 2021

Apply for Entry Level Positions: Parks Attendant \$11.31/hr Lifeguard \$12.47/hr

Make Friends, Make Memories and Make a Difference



Work Outside, Have Fun and Learn New Skills



Oakland County provides FREE training



Apply at [Oakgov.com/jobs](https://oakgov.com/jobs)

Questions? 248-858-0530

#OCPRJOBS