

Charter Township of Clinton

Employees Civil Service



IMPORTANT NOTE: These questions and answers are intended only to provide general information and guidance. The Clinton Township Civil Service Commission makes decisions and conducts business according to its Rules and Michigan’s Township Civil Service System Act, both of which are available online. If there is a conflict between these answers and the Rules, the Rules govern. Keep in mind that the Commission may amend or waive rules as it deems appropriate.

1. What is the Township of Clinton Civil Service System? The Civil Service system was created by Clinton Township voters and (1) classifies all positions as required by state law and (2) requires that applicants obtain their jobs through a competitive testing process. This process may include any combination of written exam, oral interview, keyboarding test, practical exam and/or physical ability testing. Competitive testing determines each person’s qualification for the job, without regard to race, gender, age, disability, political affiliation, national origin, or religious beliefs.
2. What is an examination and why do I have to take one? In accordance with the Township’s Civil Service system, the term “examination” refers to the competitive testing process used to rank the applicants for each position. Competitive testing determines each person’s qualification for the job, without regard to race, gender, age, disability, political affiliation, national origin, or religious beliefs.
3. Are there different examinations for each classification? Yes, there is a different examination and separate eligibility list for each Civil Service classification.
4. Are there study guides for the examinations? Yes, there are ARCO Civil Service Test Study Guides for many classifications available at the public library.
5. How can I find out about available job opportunities? Position announcements are posted in the Current Job Postings section of the website. In addition, postings are advertised in the Sunday edition of the Macomb Daily / C & G newspapers. When there is a vacancy in a specialized or technical field, every effort is made to reach these applicants through direct mail, various newspapers and trade journals and professional associations. If you have an application on file, you may also be notified via email/mail of job openings as they become available.

6. How do I apply for a job with the Township of Clinton? Visit the Civil Service page and, under Forms, click on Civil Service Application. Please be sure to double check your application if it is filled out via a browser and then saved. We have received reports of the form not saving the information entered. It is suggested that you save the form to your computer first and then fill it out.
7. What types of positions are available? Positions within the Township vary from part-time seasonal, skilled laborers, clerical, appraisers, building inspectors, mid-management and assistant department heads.
8. Is there a filing deadline for applications? All positions have a specific closing date on the announcement. It is important to note this information when applying in order to submit your application before the deadline.
9. What happens to my application once it is submitted? The information you provided on the application will be reviewed to determine whether or not you meet the minimum qualifications for the position as specified on the job announcement. Notices are mailed to applicants indicating the acceptance or rejection of their application. If accepted, you will be notified of the type of test to be administered and it is your responsibility to contact us to schedule testing.
10. I passed, now what happens? After testing is complete and each successful applicant's score is calculated, you are placed on an eligibility list in order according to total score. Applicants are sent a letter notifying them they have passed and should call to receive their score and ranking. Passing score is 70% or higher. The eligibility list is generally valid for a one-year time period. The department director has the right to interview and choose from the top three scorers on the eligibility list. If you are in the top three, and a vacancy occurs, you will be considered for the opening.
11. Can my rank ever change? Your rank may change as others on the eligibility list are hired, find other jobs, or lose interest. As a result, it is important to keep the Civil Service Department informed of any address or telephone number change so you may be reached at any time.
12. I did not score high enough to be considered, now what can I do? Your status on one examination in no way affects applying for other positions. Your application is kept on file for one year. In the event that another position for which you are qualified becomes available to the public during the year, you will receive written or emailed notification. At that time, if you're interested in testing, you will be advised to contact the Civil Service Department and it will not be necessary to complete an additional application.
13. I have been offered a position, what's next? You must complete a pre-employment, post-offer physical examination and drug test at Township expense. You will also be required to complete employment paperwork such as tax, insurance, retirement forms, etc. In addition, you will need to provide acceptable documentation to verify both identity and eligibility for employment in the U.S. as required by federal immigration law.

14. What types of fringe benefits does the Township offer? The Township offers an attractive salary and benefits package. The fringe benefits offered include medical, dental, disability and life insurance, pension plan, vacation, sick and compensatory time and paid holidays. Please note specific salary and benefit offerings are dependent on union contract.
15. Is the Township an Equal Opportunity Employer? Yes. The Township practices nondiscrimination and prohibits discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political opinions, affiliations, or because of race, religion, color, ethnic origin, marital status, height, weight, disability, or other non-merit factors. Discrimination on the basis of age, gender or physical disability is prohibited except where specific age, gender or physical requirements constitute a bona fide occupation qualification necessary to proper and efficient administration, or where state or federal law specify a minimum age requirement.
16. Is there a residency requirement? No, there is not a residency requirement for employment with the Township of Clinton.

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