

Gladwin County
Office of the County Clerk
401 W Cedar Ave
Gladwin MI 48624

Ph. (989) 426-7351 Fx. (989) 426-6917
countyclerk@gladwincounty-mi.gov



Constance Thurlow-White,
Gladwin County Clerk
Chief Deputy Clerk,
Julie Jackson
Deputy Clerks:
Anna Auer

Job Posting

Position: Deputy Clerk
Full-time, 35 hours per week
\$16.77 / hour (Union step increase)

Duties: Any and all duties are assigned by the County Clerk. Individual must have experience in clerical work with knowledge of computers. Work is very detailed, and applicant must be able to prioritize work and stay focused with constant interruptions. The ability to positively interact in a respectful and professional manner with elected officials, senior management, county staff and the general public is required. Must always maintain confidentiality. Working hours are from 8:30 a.m. – 4:30 p.m. and may require occasional overtime.

Please submit your resume via email to:

Constance Thurlow-White
Gladwin County Clerk
cthurlow@gladwincounty-mi.gov

Interested persons must reply by February 7, 2025, at 4:00 p.m. to be considered.

The County of Gladwin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.