



Public Services Assistant Public Services Department

Employer

Charter Township of Union, Michigan

Closing Date

March 30, 2020

Compensation

Pay Scale: \$19.86/hour - \$21.85/hour (mid-point)

Work Hours

Full-time: Monday – Friday 8:30 a.m. – 4:30 p.m., Overtime as needed

Benefits

MERS 401(a) Defined Contribution Retirement Plan, 457 Plan, BCBS Health Care, Dental, Life/LTD, Vision, Section 125 Flex Medical & Dependent Care Reimbursement, Paid Holidays, Paid Vacation, Sick & Personal Leave

Description

The Charter Township of Union is seeking an energetic, and team-oriented individual to join its Public Services Department team as the full-time Public Services Assistant. This position is under the supervision of the Public Services Director. An individual in this position is responsible for all utility billing, hook-up fees, maintenance of utility records, responds to customer inquiries and concerns, scheduling of service calls, department secretarial support, handling emergency calls, and record keeping.

Requirements

Education equivalent to completion of twelfth (12th) grade supplemented by additional vocational training in bookkeeping and records managements. Experience working in Public Services Department desired. Three or more years of experience in performing general bookkeeping tasks, ideally related to utility billing. Knowledge of the professional principals, practices, and techniques of bookkeeping, including cash handling procedures. Ability to perform mathematical computations quickly and accurately. Skill in the use of office equipment and technology, including Microsoft Suite applications and BSA financial software. Skill in maintaining accurate records, reconciling financial accounts, and preparing financial reports. Ability to maintain positive working relationships with the public, customers, other employees, contractors, other governmental agencies, industrial/commercial contacts, and have the ability to understand, follow, and give oral and written instructions. Valid driver's license and safe driving record required.

To Apply

Submit completed application, cover letter and resume to: Kim Smith, Public Services Director, Charter Township of Union, 2010 S. Lincoln Rd., Mount Pleasant, MI 48858, or email ksmith@uniontownshipmi.com

Applications and position information can be found on the Township's website:

<http://www.uniontownshipmi.com/Departments/HumanResources/EmploymentOpportunities.aspx>

"The Charter Township of Union is an equal opportunity provider, and employer."