

## **Administrative Assistant**

### **Employer**

Charter Township of Union, MI

### **Population**

13,800

### **Closing Date**

February 26, 2021 at 4:30 pm

### **Compensation**

\$39,468 to \$43,415 (mid- point)

### **To Apply**

Cover letter, Resume, & Employment Application to Union Township 2010 S. Lincoln Road, Mt. Pleasant, MI 48858 Attn: Mark Stuhldreher, Township Manager, or email to [mstuhldreher@uniontownshipmi.com](mailto:mstuhldreher@uniontownshipmi.com)

### **Description**

The Charter Township of Union is seeking energetic, team orientated, qualified applications for the full-time position of Administrative Assistant. This individual will serve as an administrative assistant to the Township Manager, front line receptionist, cashier, and multi-purpose clerical employee. Requirements: High School Diploma supplemented by appropriate vocational training and at least 3 years of related experience in an office setting with clerical and administrative responsibilities.

For a description of this position and application form, go to the Township's website @ <http://www.uniontownshipmi.com/Departments/HumanResources/EmploymentOpportunities.aspx>

**UNION CHARTER TOWNSHIP  
JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT**

**Supervised by:** Township Manager

**Supervises:** No supervisory responsibility

**Position Status:** Regular, Full-Time

**FLSA Status:** Non-exempt

**Position Summary:**

Under the supervision of the Township Manager, functions as an administrative assistant, receptionist, cashier, and multi-purpose clerical employee. Greets and directs the public, responds to and directs incoming phone calls, receipts monies owed the Township, and performs various tasks requiring secretarial and clerical skills.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Functions as a confidential administrative secretary, coordinating activities, processing paperwork, composing and typing materials, acting as liaison to the public and other departments, and handling other administrative matters.
2. Provides administrative support to the Township Manager. Prepares correspondence and documents. Researches and assembles data from administrative records and assists in preparing reports. Manages schedules and appointments.
3. Receives, screens and directs telephone calls, visitors and correspondence to appropriate personnel. Serves as liaison between the Township Manager and other employees, department heads and/or the public.
4. Serves as a front-counter receptionist. Receives, screens and directs telephone calls, visitors and correspondence to appropriate personnel. Provides general information and customer service. Opens the Township Hall on a daily basis and maintains incoming/outgoing mail.
5. Prepares forms, correspondence, reports, memos, receipts, and other similar documents and/or materials as assigned. Types, enters data, copies, files, and performs other clerical tasks.
6. Receipts incoming monies owed to the Township including taxes, utility payments and

- others. Records and accounts for these funds and prepares and makes daily deposits.
7. Maintains proper cash register controls and functions in conjunction with counter work.
  8. Assists the public at the counter and by phone providing information and assistance with tax and utility account questions. Prints tax histories.
  9. Performs secretarial duties for the Township Board, Planning Commission and Zoning Board of Appeals.
  10. Attends meetings and prepares the minutes for meetings of the Board of Trustees, Planning Commission, Zoning Board of Appeals, City/Township joint meetings and others. Records and prepares other meeting minutes, notifications and updates.
  11. Maintains website updates and performs other technology-related support tasks.
  12. Prepares and maintains records, files, schedules, reports, and similar information.
  13. May assist in processing routine purchase orders, invoices and requisitions including performing basic arithmetic computations.
  14. Assists the Township Clerk with voter registrations, absentee ballots, legal minutes' preparation and other functions.
  15. Serves as back-up for other clerical positions as assigned.
  16. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Requirements include the following:

- High school diploma supplemented by vocational training in secretarial science or a similar skill area.
- Three or more years experience in an office setting with clerical and administrative responsibilities.
- The Township, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to type with speed and accuracy.

- General knowledge of the structure, policies, procedures, and regulations of municipal government.
- Knowledge of general office operations and clerical and secretarial procedures and practices.
- Ability to perform monetary transactions with accuracy.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to establish and maintain effective working relationships with employees, supervisors, and the general public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications at a high level; and the ability to master new technologies.
- Ability to attend meetings outside of normal working hours.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

\* \* \* \* \*

*The Charter Township of Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without*

*regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*