

WEST BRANCH TOWNSHIP, MARQUETTE COUNTY, MICHIGAN

JOB TITLE: Administrative Assistant

Reports to: Township Clerk or Designee

Positions Supervised: None

Employment Status: Permanent-Intermittant, Non-Exempt

Starting Wage: \$16.00/hr – starting wage

OVERVIEW:

Position required for day-to-day township office operations.

**Work Schedule: Wednesday – 1:30-7:00pm and Friday – 11:30am-5:00pm
Approximately 11 hours/week and additional hours as needed.**

RESPONSIBILITIES:

Performs a wide variety of duties:

- **Manage day-to-day township inquiries from residents, township staff, and board members.**
- **Responsible for cash handling and accurate record keeping of township transactions.**
- **Ensure excellent customer service to all residents and members of the community that come into the township hall.**
- **Manage township digital resources including township sign, website, etc.**
- **Maintain professional correspondence on behalf of the township including monitoring and responding to emails, answering phones, and preparing mail.**
- **Executes administrative tasks such as printing, laminating, writing, and other basic computer tasks.**
- **Manages billing for County Landfill usage for resident permit holders, tracking daily transactions, providing new permits, and sending monthly bills.**
- **Supports residents with transfer facility passes, zoning permits, hall rental agreements, and other township transactions.**
- **Gathers pertinent information for township employees and board members and recognizes when to escalate inquiries.**
- **Supports communications with contractors, vendors, and maintenance staff.**
- **Takes responsibility to ensure the township hall is secure and clean.**
- **Maintain confidentiality of sensitive information.**
- **Communicates with Township Supervisor and Township Clerk matter that require attention.**

- Ability to issue a Michigan Absentee Ballot during office hours.

KNOWLEDGE, SKILLS, AND ABILITIES:

High school diploma as well as experience in general office management. Must be at least 18 years of age.

Working knowledge of Microsoft Suite – especially Word and Excel.

Communication skills to adequately work with Township Supervisor, Board, and other employees as well. Must be able to prioritize workload using good judgment. Must have excellent customer/employee relation skills and be able to deal with public and fellow employees with tact, courtesy, respect, objectivity, and maturity.

Ability to work well independently with minimal supervision and/or as part of a team. Working nights, weekends or holidays may be occasionally necessary – normal work schedule is Monday through Friday. Must adhere to standard operating policies and procedures.

Valid unrestricted driver's license and reliable transportation.

Must pass a pre-employment background check.

Willing and able to obtain additional education and training as needed.

The above in general describes the requirements for the performance of this position but is not an exhaustive list, statement of duties or responsibilities or requirements of the position.