

CHARTER TOWNSHIP OF CHOCOLAY

JOB DESCRIPTION

POSITION Administrative Assistant – Clerk’s Office. **DEPARTMENT** Township Clerk’s Office
EFFECTIVE DATE _____ **REVISED DATE** May 21, 2012
SUPERVISED BY Township Clerk **SUPERVISES** Administrative Ass PT
APPROVED BY Max Engle **TITLE** Township Clerk
APPROVAL SIGNATURE _____ **DATE** _____
FLSA STATUS Non-Exempt **PAY GRADE** 1

POSITION SUMMARY:

Under the supervision of the Township Clerk, the Administrative Assistant Clerk Department performs clerical, secretarial and administrative work in answering telephones, receiving the public, providing assistance to citizens, data processing, and record keeping. Provides primary administration in the election process under the supervision of the Clerk. Performs payroll and accounting duties of the Financial Records Clerk during extended absences in that position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Follows established Charter Township of Chocolay (Township) policies and procedures, objectives, safety standards, and sensitivity to standards for appropriately handling information.
2. Answers central telephone and routes calls accordingly.
3. Receives the public and answer questions, in person and by telephone from employees, citizens, and others, and refers, when necessary, to appropriate person, official, or department.
4. Maintains and updates all aspects of the Township’s website. Transcribes in a timely and responsible fashion, letters, documents and reports of a highly confidential nature.
5. Primary person to prepare outgoing mail; sorts and distributes incoming mail.
6. At the direction of the Clerk, develops and maintains office forms and procedures, and assists the Clerk and others with administrative tasks.
7. Composes, types and edits correspondence, reports, memoranda, and other material, including, billings, leases, contracts, and ordinance changes. Duplicates and distributes materials as requested.
8. Assists with the processing of routine financial activities, collects cash fees and charges, issues receipts, and records transaction for transmittal to Treasurer/Deputy Treasurer, Clerk/Deputy Clerk.

Administrative Assistant –Clerk’s Office/ Job Description

9. Under the direction of Clerk/Deputy Clerk, performs tasks related to the preparation and conducting of primary, general and special elections, including processing absentee voter ballots.
10. Operates the Qualified Voter computer program under the direction of the State of Michigan to ensure election records are accurate, up-to-date and orderly.
11. Serves as contact to citizens and others regarding the absentee voter ballots. Records and maintains accurate data regarding absentee voter ballots.
12. Participates in training relative to election laws and ballot processing as directed by the Clerk.
13. Maintains State of Michigan accreditation for conducting elections.
14. Maintains appropriate levels and monitors office supplies, equipment and other materials to allow Township employees to complete assigned responsibilities.
15. Performs payroll and accounting duties of the Financial Records Clerk during extended absences in that position and at such other times as required to maintain proficiency in these procedures.
16. May record, prepare, and publish official minutes of public meetings of Township Boards and Commissions, as assigned by the Clerk.
17. Operates standard office equipment.
18. Assists in passport documentation
19. Performs other related duties as assigned or requested.

POSITION QUALIFICATIONS:

Education:

Minimum: High School Diploma or Equivalent
Preferred: College Coursework in Office Administration, Accounting or related field

Experience:

Minimum: 3 years of experience in an administrative clerical position.
Preferred: 3 years experience as Elections Records Clerk.

Other Skills:

Computer and/or keyboarding skills required
Ability to interact with the public in a positive and professional manner
Ability to prepare correspondence and other documents
Excellent oral and written communication skills
Ability to demonstrate strong organizational skills
Experience working as an effective member of a team

Administrative Assistant –Clerk’s Office/ Job Description

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in the description. These include, but are not limited to, the following requirements. Reasonable accommodations may be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files

Ability to enter and access information from a computer

Ability to access all areas of the Township offices

Required physical effort including:

Lifting of up to 35 lbs.

Prolonged periods of sitting

Occasional prolonged periods standing

Manual dexterity sufficient to utilize computer and other standard office equipment

Working Conditions:

Works in office conditions

Travel may be required

Job may be moderately complex requiring periods of intense concentration

Subject to many interruptions

Occasionally subjected to irregular hours

Attendance at meetings outside of regular operating hours may be required at the Direction of the Clerk