

Charter Township of Commerce is accepting applications for **Full Time Clerical Administrator**. Starting Pay is \$15.31 with an increase after probation period.

Please submit completed application and resume to:

Janet Bushey, Finance/HR Director
Charter Township of Commerce
2009 Township Drive Commerce Twp., MI 48390

Or email at jbushey@commercetwp.com

Deadline is May 16, 2019

COMMERCE TOWNSHIP

POSITION DESCRIPTION

TITLE: Clerical Administrator

Non-Exempt

General Summary

Under the direct supervisor of a department head or a designated assistant, performs a wide range of routing and complex clerical duties using well defined procedures and practices.

Typical Duties

1. In accordance with well defined procedures, received materials or requests over-the-counter or by telephone such as requests for licenses, permits, or general service. Conducts record searches upon request and/or issues appropriate permits and licenses. May register voters.
2. Sets up and types a variety of materials such as standardized forms, record cards, tax roles, summary reports and general correspondence.
3. Computes scheduled charges and fees and received payments for taxes, permits, licenses, bonds, rentals, and other Township services. Records such payment, securing funds and issuing receipt.
4. Serves as departmental receptionist receiving telephone calls and walk-in visitors requesting general information, explaining routine service and practice. Refers unusual or irregular requests to lead worker.
5. Files, pulls materials from files and sets up identification tabs and folders for new materials.
6. May clarify transactions or exchanges information with representatives of other Township offices as necessary.
7. Checks transactions for accuracy and completeness, verifies, codes and so forth. May make standardized entries to record books or files.
8. In addition to using the typewriter may operate calculator, copy machine, duplicator and postage machine.
9. Prepares service reports, gathering data from departmental records and summarizing to prescribed order.
10. Depending upon service workloads may be temporarily assigned to other departments to assist with seasonal workloads.
11. Performs a variety of other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High School graduate or equivalent.

Experience: 6 months clerical experience.

License/Certification: Must be bondable.

Estimated Break-in-period: 12 months.

The qualification above are guidelines; alternative qualifications may be substituted if sufficient to perform the duties.