

Charter Township of Commerce is hiring a Clerical Administrator for the Treasurer's Department. If you are a self-motivated, independent individual this is the job for you. This entry level position offers competitive pay, health insurance, dental and vision, personal time off, 4 day-day work week, 401A retirement plan and advancement opportunities. If this seems interesting to you, visit our website at commercetwp.com/employment to view job description and application. Send your application and resume to: email jbushey@commercetwp.com or mail to Janet Bushey, Human Resources. 2009 Township Drive, Commerce Township, MI

48390

Deadline is June 22, 2022

COMMERCE TOWNSHIP

POSITION DESCRIPTION

TITLE: Clerical Administrator
AFSCME Union Position

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 computer may operate calculator, copy machine 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.

Competencies: Uses intuition and experience to complement data; Design work flows and procedures.

Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Focuses on solving conflict, not blaming; maintains confidentiality; listens to other without interrupting; keeps emotions under control; remains open to others ideas and tries new things.

Listens and gets clarification; responds well to questions.

Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically upholds organizational values.

Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Prioritizes and plans work activities; uses time efficiently; sets goals and objectives, organizes or schedules other people and their tasks.

Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality. Applies feedback to improve performance, monitors own work to ensure quality.

Completes work in a timely manner, strives to increase productivity, and works quickly.

Observes safety and security procedures, reports potentially unsafe conditions, and uses equipment and materials properly.

Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.

Punctuality, is consistently at work on time, ensures work responsibilities are covered when absent.

Follows instructions, responds to management direction, takes responsibilities for own actions, keeps commitments, completes tasks on time or notifies appropriate person with an alternate plan.

Volunteers readily, seeks increased responsibilities, asks for and offers help when needed.

Language Skills: ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Reasoning Ability: ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 talk or hear. The employee is frequently required to stand; walk; sit; use hands to fingers, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment: the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. 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.