



**JOB DESCRIPTION**  
**FULL-TIME RECEPTIONIST/ADMINISTRATIVE ASSISTANT**

**NATURE OF WORK**

Responsible for performing diverse administrative assistance and general office support services for the Township Superintendent and other Department Heads, as required. The individual is exposed to confidential matters and sensitive issues, requiring discretion on the part of the employee. The pay range for this position is posted at \$15-17 per hour, plus benefits package, and will be dependent upon education and experience. This position will report to the Township Superintendent.

**ESSENTIAL FUNCTIONS**

An employee in this position may be called upon to perform any or all of the following essential functions. These functions include, but are not limited to, 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.

Provides general administrative support which includes, but is not limited to:

1. Primarily responsible for answering phones and directing calls
2. Welcoming and directing visitors
3. Answering general questions
4. Scheduling and processing passports and answer passport related questions
5. Providing assistance to the Tax Department with collection and receipt of tax payments
6. Providing assistance to the Clerk and Deputy Clerk during Elections and as needed throughout the year
7. Providing assistance to the Building Department including record management
8. Issuing dog licenses
9. Processing home watch requests
10. Serving as a Notary Public and notarizing documents for residents and visitors
11. Providing assistance with preparing mailings for public notices, letters, etc.
12. Providing assistance to the Township Assessor with administrative assistance including scheduling Board of Review, scanning and uploading electronic files, assist with mailings, and other related assessor requests
13. Providing assistance with filing, including scanning and uploading electronic files
14. Performing a variety of other related duties as assigned

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

The requirements listed below are representative of the knowledge, skills and abilities to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting accommodations.

- Good knowledge of office operations, included related software. Experience with Microsoft Office and BS&A a plus.
- Strong verbal and written communication skills.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, Township Officials, Department Manager, employees and business associates.

*Approved by Township Board: October 5, 2020*



- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress.  
Registration as a Public Notary or ability to obtain upon hire, must be bondable.
- Obtain certification as Passport Acceptance Agent.
- Possess a Valid Michigan Driver's License.
- Must be able to pass a thorough background investigation.

The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.

### **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. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight.