
ADMINISTRATIVE ASSISTANT

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Position will remain open until filled

For first consideration, apply to the City Clerk's Office by Tuesday, April 30, 2019

PART-TIME Position: \$14.00/hour – approximately 28 hours/week

SUMMARY:

The Administrative Assistant position within the City Clerk's Office is responsible for processing City-issued licenses, performing election-related tasks, maintaining municipal documents, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An Administrative Assistant in the City Clerk's Office may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- ❖ Processing rental, business, and pet licenses, among others.
- ❖ Maintaining voter records and assisting with elections administration and technology.
- ❖ Administering records requests under Michigan's Freedom of Information Act (FOIA).
- ❖ Municipal record-keeping.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ❖ Attention to detail and good time-management skills.
- ❖ Proficiency with standard office software programs, computers and related technologies (e.g. Microsoft Word, Excel, Outlook, etc.).
- ❖ Ability to learn new responsibilities and utilize new technologies.
- ❖ Reliable attendance and punctuality.
- ❖ Ability to lift boxes & equipment and walk/stand for extended periods of time.