

General Overview for the Full Time Administrative Assistant

The Township of Addison is accepting resumes for a full time Administrative Assistant position in the Clerk's office. Prefer a candidate with experience in one of the following: municipal or business accounting/book keeping, payroll/HR or election specialist. The candidate is required to be highly proficient in computer programs. The candidate should possess an associate's degree or degree in a related field, a professional certification or satisfactorily demonstrate your office experience. The candidate must have excellent customer service skills, and strong multi-tasking and organization abilities with much attention to detail. The candidate should possess a high level of integrity and pride in work performance. The candidate must be organized and punctual. This is a full-time position; hours may be adjusted for some evening meetings and elections. The Township of Addison reserves the right to allocate or modify hours without notice. All positions and employment are considered at will employment. Current hourly wage \$18.54, \$20.29, or \$22.06 per hour. The hourly rate range will be based on the interview process and your demonstrated experience. The starting rate determination is at the sole discretion of the Township.

The position is eligible for Benefits. Health Care Benefits or in lieu of health care payment, paid time off, sick time off, personal days, holiday and longevity pay. The position has a mandatory 6% matching for the 401a MERS employee contribution. Benefits require a wait period. Details available upon request. Township Board reserves the right to modify benefits from time to time.

Please be advised that applicant will be required to pass a pre-employment physical and drug screen. The Township of Addison is an equal opportunity employer. Prefer that candidate resumes submitted prior to March 14, 2025 as we are seeking to fill the position as soon as possible. Candidates are encouraged to apply promptly. The position/notice remains open until position is filled. For a listing of the job description and details, visit www.addisontownshipmi.gov under the employment tab or at the Township office. Interested candidates should send your resumes, references or questions by email to pbennett@addisontownshipmi.gov

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Job Title: Non- Exempt - Full Time – “At Will”- Administrative Assistant for the Clerk’s Office.

Hours: Full time is considered 40 hours and as determined by the Board for hours of office operation. The hours may be adjusted by the Clerk for elections and some evening meetings, notice will be provided. The hourly adjustments are considered mandatory. No vacation time shall be considered 35 days prior to an election. Office Hours are currently 8:30 am to 5:00 pm Monday through Thursday and 7:30 am to 4 pm on Friday.

Immediate Supervisor: Clerk Bennett or designee of the Clerk

Classification: At Will and Non- Exempt Employee

Wages: \$18.54, \$20.29, or \$22.06 per hour. The pay range will be based on the interview process and your demonstrated experience. The starting rate determination is at the sole discretion of the Township.

Benefits: The position is eligible for Benefits. Health Care Benefits or in lieu of health care payment, paid time off, sick time off, personal days, holiday and longevity pay. The position has a mandatory 6% matching for the 401a MERS employee contribution. Benefits require a wait period. Details available upon request or in the employee manual. Township Board reserves the right to modify benefits from time to time.

Your Knowledge, Skills and qualifications: Demonstrate/address/or examples in writing (preferred) and acknowledge all that apply, with a mark.

___ Working knowledge and experience in a municipal or office setting. (separately list your municipal or office knowledge and experience).

I have _____ years of office experience.

I have _____ years of municipal experience.

I have _____ years of _____ experience. (Please name your general experience).

Check all the apply. Then, expand on your experience to the items listed below in detail.

___ Software experience. High level of proficiency with computers, office technology, and software including Microsoft Word, Outlook, Excel and preferred BSA experience.

___ Ability to prioritize and complete multiple projects and tasks.

___ Professionalism to interact with other departments and the public.

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- Strong organizational skills with the ability to work independently.
- Reliability and proactive work approach.
- Excellent verbal and written communication skills.
- Ability and the desire to learn new skills.
- Ability and desire to attend training sessions. Training sessions maybe on the job training or off-site as approved by the Clerk.

General Summary of Position:

The candidate shall be willing to learn any assignments and multiple assignments within the Clerk's office. The Clerk's office is a fast pace office with differing types of assignments. Initial Assignments may be based on your experience or the need within the Clerk's office. The candidate shall be willing to be cross trained for other departments as determined by the Clerk at the Clerk's sole discretion.

Essential Duties:

- Highly proficient use of Microsoft Word, Outlook Excel, typing/producing documents, posting documents and creating documents.
- Applicant must be organized and punctual.
- Able to understand instructions and act upon the instructions.
- Capable of using AI transcription software or recordings for the minutes.
- Organizing of documents by the appropriate State schedule of retention.
- Keep your work area and Clerk office area in a clean, organized and professional manner.

Addison Township reserves the right to modify your job description at any time as determined by the Clerk

Books and Records: The Administrative Assistant agrees and acknowledges that all books, records, notes, files, and similar data and information used by the Administrative Assistant, or others employed by the Township, during the course of employment, are the property of the Township. Upon any termination or departure of the Administrative Assistant for whatever reason, the aforementioned items shall remain the property of the Township. Said items shall not be removed or copied, in whole or in part, by the Administrative Assistant, at any time prior to, or after, such termination or departure, nor be used in any way for the benefit of any person or business, except the Township. All such documents shall upon termination or departure of Administrative Assistant, be returned to the Township, forthwith, and the Township shall have the right of specific performance to obtain such documents. The Administrative Assistant shall be granted the right to examination of, and reference to, any personal notes surrendered upon

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termination, for the purpose of personal defense, or other required testimony in a civil or criminal proceeding.

Compliance: The Administrative Assistant agrees to be bound by all provisions and future amendments of the operating laws and bylaws of the Township of Addison, Township of Addison Ordinances and Township of Addison Employee Manual.

Physical Requirements: The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, finger, feel, grasp, lift, talk, see, hear, and perform repetitive motions which permits the employee to discern and dispense verbal instructions and interact with the general public; to comprehend written materials, discern, supervise and react to physical activities; to operate office equipment; and use a computer and or sit for extended periods of time. Ability to walk for extended periods, ability stand for long periods, move objects weighing no more than 30 pounds. Anything above 30 pounds the Administrative Assistant shall alert the Supervisor or Clerk that assistance is required and shall not lift or move the object.

Requirements: A valid Michigan driver's license and good driving record. No felony convictions. Driving and criminal background checks may be completed.

Required to pass a pre-employment physical and drug screen.

Proof of proficiency in use of Microsoft Word, Access, Excel, Power Point or compatible software.

Minimum of 3 business references submitted with a current resume.

Must be able to provide own transportation.

Willingness and the ability to work flexible schedule including an occasional evening.

Working Conditions: The work is generally performed in an office environment. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, carrying items such as papers, folders, book and storage boxes. Limited assignments of driving to locations such as but not limited to post office, county building, cemetery and other local government offices etc.

The Clerk's office is a fragrance-free office (allergies).

Business Casual is accepted as the everyday dress code.

Remote work: None. Administrative Assistant is expected to report to work at the Office.

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I read and understand the above job description for the at will Administrative Assistant. I agree to the terms and understand that this is an at will position.

Employee Signature

Clerk Signature

Dated and Issued