

General Overview for the Part Time Clerical Office Assistant

The Township of Addison is accepting resumes for a part time Clerical Office Assistant position in the Clerk's office. Prefer, not mandatory, a candidate with an associate's degree, or a professional certification or satisfactorily demonstrate office experience. The candidate must have excellent customer service skills, and strong multi-tasking and organization abilities with attention to detail. The candidate should possess a high level of integrity, computer experience, excellent written and verbal communication skills. The candidate must be organized and punctual. The position includes but is not limited to customer service, familiar with filing systems and general clerical duties. The position may offer approximately 10-12 hours per week. Based on the needs of the Township, additional hours maybe be available. The candidate must be available from time to time to work evenings taking minutes at public meetings. Notice will be provided. All positions and employment are considered at will employment.

Current hourly wage prior to April 1, 2025 is \$17.67 after April 1, 2025 at \$18.54 per hour.

The position is not eligible for benefits or paid time off. The position has a mandatory 6% matching 401a MERS participation. Details available upon request. Township Board reserves the right to modify benefits from time to time.

The Township of Addison is an equal opportunity employer. Please be advised that applicant will be required to pass a pre-employment drug screen and physical. The listing remains open until position is filled.

Send your resumes, references or questions to pbennett@addisontownshipmi.gov

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Job Title: PART TIME, Non-Exempt, "At Will" Clerical Office Assistant for the Clerk's Office (clerical office assistant).

Hours: Approximately 10-12 hours per week.

Monday 11:00 am or Noon through 5:00 p.m.
Tuesday 11:00 am or Noon through 5:00 p.m. as determined by the Clerk.

Immediate Supervisor: Clerk Bennett or as designated by the Clerk

Classification: Part-Time "At Will" Non- Exempt Employee

Wages: Prior April 1, 2025 \$17.67. After April 1, 2025 \$18.54 per hour

Benefits: Part Time At Will Office Assistant will not be eligible for benefits as defined in the employee manual.

Eligible Benefits MERS 401a is a mandatory matching participation, currently 6%. Details available upon request or in the employee manual. Township Board reserves the right to modify benefits from time to time

Knowledge, Skills and qualifications: Check all that apply. Please demonstrate in writing your experience in the applicable areas.

Working knowledge of municipal activities.

Proficiency on computers and office technology, including Microsoft Word, Outlook, Excel.

Ability to prioritize and complete multiple projects and tasks.

Professionalism to interact with other departments and members of the public.

Strong organizational skills.

Ability to work independently.

Reliability and proactive work approach.

Excellent verbal and written communication skills.

Friendly mannerism on the phone and at counter.

General Summary of Position:

Under the supervision of the Clerk, or Clerk's designee, to perform basic and general routine office tasks. Applicant must have excellent customer service skills, and strong multi-tasking and organization abilities with attention to detail. Applicant should possess

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a high level of integrity, computer experience, excellent written and verbal communication skills. Applicant must be organized and punctual.

Typical Duties:

- Answer phones and direct calls to appropriate department in a friendly professional manner. Direct questions to the appropriate office staff.
- Assist residents/ public at the front desk with general inquiries in a friendly professional manner. Direct substantive questions to the proper departments.
- Manage files and correspondence.
- Prepare required reports or minutes as necessary and as directed.
- Other miscellaneous tasks:
 - Filing
 - Typing documents, including minutes.
 - Organizing of correspondence/documents
 - Ordering of office supplies for the office as submitted.
 - Assist as needed with all offices.
 - Keep work area and office area in an organized and professional manner.
 - Able to clean counters as necessary.
 - Assist with elections as directed by the Clerk.

This is not an exhaustive list of job duties. Most of these tasks will fall under general clerical duties. Addison Township reserves the right to modify the job description at any time. The Clerical Office Assistant must be willing to learn and train as directed by the Clerk.

Books and Records: The Clerical Office Assistant agrees and acknowledges that all books, records, notes, files, and similar data and information used by the part time Office 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 part time Clerical Office 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 Clerical Office 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 the part time Clerical Office Assistant, be returned to the Township, forthwith, and the Township shall have the right of specific performance to obtain such documents. The part time Office Assistant shall be granted the right to examination of, and reference to, any personal notes surrendered upon termination, for the purpose of personal defense, or other required testimony in a civil or criminal proceeding.

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Compliance: The part time Clerical Office 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 for extended period of time. Ability to walk for extended periods, stand for long periods, move objects not to exceed 30 pounds. Anything above 30 pounds Clerical Office Assistant shall alert the Supervisor or Clerk that assistance is required and shall not lift 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.

Must be able to provide own transportation.

Willingness and the ability to work flexible schedule including an occasional evening.
Pass the drug screening and physical.

Minimum of 2 business references submitted with a current resume.

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 everyday dress code.

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

Employee Signature

Clerk Signature

Dated and Issued