

NOW HIRING

Delta Township Clerk's Office



POSITION: Department Assistant SALARY: \$42,627.86 - \$51,153.41 DOQ

Under the supervision of the Township Clerk, performs a variety of clerical and administrative tasks to support the Clerk's Office operations. Types letters, memos, reports, and minutes using Microsoft Office; drafts correspondence and gathers information from other sources; proofreads documents; responds to callers or walk-ins requesting information; issues permits, receipt fees, etc.; provides detailed information on the department's operation. May be called upon to attend meetings of Township boards and commissions or department program related meetings; transcribes dictation and types meeting minutes; will be required to work elections, which will include working evening and weekend hours. Assists staff with election duties during elections, issues absentee ballots. Receives and processes passport applications.

REQUIREMENTS

- Education equivalent to completion of high school diploma or GED certificate. One year of post-secondary education is desired.
- One year progressively responsible administrative experience is required; preferably in a governmental setting.
- Must possess and maintain a valid motor vehicle operator's license. Must obtain U.S. State Department certification for passport acceptance agent and maintain on an annual basis. Must complete election accreditation through Bureau of Elections. Must complete ongoing Bureau of Elections training as required by election law or recommended by Bureau of Elections. Must be required to obtain Notary Public.

QUALIFICATIONS

- Knowledge of computer software including all Microsoft products is required. Requires ability to transcribe dictation and verbal recordings from Township Board meetings. Flexibility in scheduling including ability to work evenings or weekends is required.
- Skill in organizing work, setting priorities, meeting deadlines and communicating effectively with co-workers, subordinates, supervisors, the general public, and others sufficiently to exchange or convey information. Must also have the ability to deal with customers under unpleasant conditions.

EQUAL EMPLOYMENT OPPORTUNITY

An inclusive and welcoming environment is our first priority. Delta Township is an equal opportunity employer and is dedicated to the goal of building a culturally diverse staff. Delta Township strongly encourages applications from minorities and women. It is the policy of Delta Township not to discriminate against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, or gender identity/expression. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Reed, Township Manager, 7710 W. Saginaw Hwy., Lansing, MI 48917 or at (517) 323-8590.

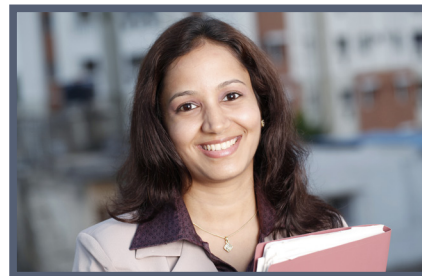
BENEFITS

- Blue Cross Blue Shield health insurance coverage with a Township H.S.A. contribution up to \$1,800
- Health Insurance opt out of \$3,500
- Retiree Health Insurance
- Longevity Payments beginning at 5 years
- Paid holidays and accrued vacation, and sick leave
- Dental, life insurance, disability insurance

APPLY

Qualified candidates should apply submitting a cover letter and resume, to Linda Wells by email at lwells@deltami.gov, via mail to 7710 W. Saginaw Hwy., Lansing, MI 48917 or fax to 517-327-1703.

Application deadline: Open Until Filled



A great place to
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WORK
& PLAY

