

NOTICE OF POSITION VACANCY
March 13, 2017

TITLE: Secretary – Front Counter – Part Time (UAW position)

COMPENSATION: Grade 10 - \$15.49 per hour

JOB SUMMARY: Under direct supervision of the Assistant City Administrator, and with direction from the City Administrator, City Treasurer / Finance Director, City Clerk and Deputy Treasurer, provides administrative and clerical support for administrative, clerk and treasury functions. Performs a variety of clerical, technical and financial duties relating to the conduct of elections, voter registration, cemetery records, general records, taxes and accounts receivable. This position requires a significant amount of public interaction.

MINIMUM QUALIFICATIONS: Educational requirements include a high school diploma or the equivalent, supplemented by additional education or training in office management, records management, secretarial sciences, municipal clerk or related field. An Associate's degree is preferred. Experience requirements include three or more years in an office setting, preferably in administrative support, customer service, office management, or related position. Ability to effectively communicate and exercise a high degree of diplomacy in dealing with the public, including contentious or confrontational situations. Thorough knowledge of the principals and procedures of professional office management, and customer service. Skill in accurately compiling and evaluating data, and preparing clear and accurate reports. Skill in maintaining complex record keeping and records management systems. Skill in the use of office equipment and technology, including computers and related software, and the ability to type, enter data, and perform mathematical computations with speed and accuracy. Ability to maintain a high attention to detail and follow multi-step processes. Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, employees, and elected officials. A valid Michigan driver's license is required.

APPLICATION DEADLINE: Interested applicants should submit a completed application, resume, and letter of introduction by March 27, 2017 to Ameer King, Assistant City Administrator, 310 Greenwood St., Grand Ledge, MI 48837 or Aking@cityofgrandledge.com