

## **Temporary Office Receptionist/Building Clerk:**

The Charter Township of Oakland is accepting applications for the temporary clerical position of Receptionist.

Qualifications include: knowledge of local government, exhibit excellent communication skills, pleasant demeanor and desire to serve the public, ability to multi-task, and prioritize.

Position is temporary, hourly wage \$15.00 - \$18.00 DOQ. Interested parties may obtain an application at the Township Hall located at 4393 Collins Road, Rochester MI 48306 or online at [www.oaklandtownship.org](http://www.oaklandtownship.org). Position to be filled as soon as possible.

Please send cover letter and resume to Jamie Moore, Assistant Township Manager, 4393 Collins Rd, Rochester MI 48306 or [jmoore@oaklandtownship.org](mailto:jmoore@oaklandtownship.org)

### **JOB DESCRIPTION**

Requesting qualified applicants for the following position:

**TITLE:** Office Receptionist/Building Clerk

#### **SUMMARY:**

Under the supervision of the Building Director and Deputy Clerk, performs basic and routine clerical tasks; typing, and computer skills are required. Answers telephone, schedules inspections, prepares permits, and assists public at the counter. Responsible position for sorting township mail, main township phone line and front counter service. Assists with elections as needed. Normal work hours are 8:00 a.m. to 4:30 p.m. Monday – Friday. Additional hours on Election Day may be required.

#### **KNOWLEDGE, SKILLS AND QUALIFICATIONS**

Requires working knowledge of municipal government  
Proficiency in computers and office technology, including Microsoft Word, Outlook, Excel; BS&A Software experience preferred but not required  
Ability to prioritize and complete multiple projects and tasks  
Professionalism to interact with other departments and the public  
Strong organizational skills  
Excellent oral and written communication skills

#### **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 of light items such as papers or books or driving an automobile and limited occasional lifting of objects weighing in excess of 25 pounds.