

**Full Time Clerk's Office Assistant:** The Charter Township of Oakland is accepting applications for the full time clerical position of Office Assistant. Qualifications include: Experience in municipal government or elections preferred. Self-directed, exhibit excellent communication skills, desire to serve the public, ability to multi-task, prioritize and meet deadlines. Position is full-time, hourly wage \$17.09-\$21.05 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 open until filled.

Please send cover letter and resume to Jamie Moore, Interim Township Manager at [jmoore@oaklandtownship.org](mailto:jmoore@oaklandtownship.org).

## **JOB POSTING FOR CHARTER TOWNSHIP OF OAKLAND**

**TITLE:** Clerk's Office Assistant: Wage range \$17.09-\$21.05 per hour

### **JOB SUMMARY**

Works under the direct supervision of the Deputy Clerk and is responsible for performing a variety of clerical assignments, including minute taking, record retention, elections, accounts payable, and customer service. Position will provide clerical support to committees as necessary. Position requires some flexibility and evening or weekend hours.

### **WORK HOURS**

Normal work hours are 8:00 a.m. to 4:30 p.m. Monday – Friday.

### **DUTIES AND RESPONSIBILITIES**

Answer phones and provide front counter customer service.  
Serve as contact for committees; post agendas and prepare minutes.  
Elections: process absentee ballot applications, issue and receive ballots, assist with pollbook and election day preparations.  
Assist with FOIA requests.  
Backup for accounts payable.  
Responsible for maintaining the Clerk's webpage.  
Additional items may be added as needed.

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

Proficiency in computers and office technology, including Microsoft Word, Outlook, Excel  
Ability to prioritize and complete multiple projects and tasks  
Requires working knowledge of municipal Clerk activities  
Professionalism to interact with other departments and the public  
Self-motivated and attention to detail  
Excellent oral and written communication skills

### **EXPERIENCE/EDUCATION**

Experience in a municipal Clerk's office or comparable setting  
Demonstration of ability to work with minimal supervision as an employee

### **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.

The Charter Township of Oakland is an Equal Opportunity Employer