

## POSTING FOR CHARTER TOWNSHIP OF OAKLAND

JOB DESCRIPTION: We are requesting applicants for the following part-time position:

Title: Building Department Receptionist/Clerk - Wage Range \$13.98 - \$16.48 per hour.

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). Applications will be accepted until September 7, 2018.

Please send cover letter and resume to Dale Stuart, Township Manager, 4393 Collins Rd, Rochester MI 48306 or [dstuart@oaklandtownship.org](mailto:dstuart@oaklandtownship.org)

### SUMMARY:

Under supervision of the Building Director performs basic and routine clerical tasks.

Typing and computer skills are required. Answers telephones, schedules inspections, prepares permits, performs general filing and document scanning. Assisting public at the counter.

### TYPICAL DUTIES:

Answers the telephone and directs calls as necessary.

Covers the front counter and issues on the spot permits to contractors. Provides general township information to residents as required.

Issues Plumbing, Electrical and Mechanical permits as required. Records inspections results adds fees and files supporting paperwork as necessary.

Sorts, duplicates, files and retrieves correspondence and plans as required.

Performs other duties as required.

### KNOWLEDGE, SKILLS AND QUALIFICATIONS

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

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 and communication skills.