

**Administrative Assistant**  
**Clerical/Receptionist/Election Administration**  
**Job Position**

**Location:** Bruce Township, Macomb County

**Salary:** starting at \$29,550 \$16.24/hour

**Benefits:** 401A, Medical, Dental, Vision, Life Insurance, PTO

**Employment Type:** Full-time

**Hours:** 7:30-4:30 Monday-Wednesday, 8:30-4:30 Thursday (35-hour work week per contract), unless otherwise instructed.

**Department:** Clerk's Office

**Supervisor:** Susan Kraft, Township Clerk and Amie Kreger, Deputy Clerk/Office Manager

**Minimum qualifications:**

- Graduation from high school, GED or equivalent
- Knowledge of Microsoft Word and Microsoft Excel
- Ability to learn new skills
- Ability to work with the public
- Must provide own transportation

This position reports to the Township Clerk and the Deputy Clerk and requires experience and knowledge of daily work with computer programs, including BS & A Software Systems as well as Microsoft Outlook, Word, Excel and Power Point.

As a new employee, you are subject to PTO (paid time off) under the collective bargaining agreement. Benefits are described in the TPOAM contract.

**Duties performed include, but not limited to:**

**Receptionist/General Office**

- Provide general telephone support for the township, including answering phone inquiries and taking messages
- Provide general assistance to customers with questions about the township and direct them to the correct official who can assist them.
- Receive, stamp and distribute incoming mail
- Board meeting support
- General office filing and maintenance of files
- Ordering of office supplies
- Assist with Township website maintenance/management
- Assist with preparing legally required notices
- Schedule hall bookings
- All other clerical functions as assigned by management

**Utility Billing**

- Prepare and send out monthly utility billing and final bills.
- Set up new accounts
- Work with residents who have billing questions.

**Qualified Voter File/Election Administration**

- Assist Deputy Clerk with Qualified Voter File In-Box
- Filing master cards active/cancelled
- Register new voters
- Issuance of ballots
- Testing and set up of election equipment
- Instruction manual preparation
- Precinct setup

\*\*Attend and act as minute taker for all Board of Trustees Meetings with a stipend of \$100/meeting is optional.