



ADMINISTRATIVE ASSISTANT – CLERK'S OFFICE

Beginning Pay Rate: \$15.16

Position Type: Full

Job Classification: Non-Exempt

DUTIES AND RESPONSIBILITIES

Assists the Clerk with the following:

- Accounts Payable
- Payroll
- Keeping Township records – including but not limited to Ordinances, Resolutions, Minutes and Oaths of Office
- Elections and Qualified Voter File (QVF)

REQUIREMENTS:

- High School Diploma or equivalent required, Associate's Degree preferred.
- Proficient in Microsoft Office applications and ability to adapt and learn new technology as required.
- Must be organized and detail oriented.
- The ability to multi task and adapt to rapidly changing environments.
- Excellent communication and strong customer service skills required.

BENEFITS OFFERED:

- Paid Time Off (PTO)
- Health Insurance
- HSA
- LTD/STD
- Life Insurance
- Retirement Benefits

Submit Resume and application to the Clerk's Office at Charter Township of Alpena, 4385 US 23 N, Alpena, MI 49707 or palevichm@alpenatownship.com before 5:00 p.m. on Wednesday December 23, 2020.

Michele Palevich, Clerk

4385 US 23 North, Alpena, MI 49707, (989) 356-0297, Ext 6.