

NOTICE OF AVAILABLE POSITION

EXTERNAL JOB POSTING - AFSCME LOCAL 2172.11

OPENING DATE: October 4, 2017

CLOSING DATE: October 18, 2017

POSITION AVAILABLE: CLERK – Township Clerk’s Office

NUMBER OF OPENINGS: 1 **SHIFT HOURS:** 8AM TO 4:30PM

POSITION RESPONSIBILITIES: The position will be required to independently perform a wide variety of duties which will require them to analyze facts and complete operational duties based on knowledge of Township and Department’s policies and procedures. Requires a high degree of accuracy in observing, recording, and transmitting data while exercising discretion and good judgment. All clerical tasks will be assigned by the Department Head or their designee.

Department: Township Clerk’s Office

Department Head: Michelle Nizza

Wage: Union Contract Wage Scale

Requirements:

1. Must have a High School Diploma or equivalent.
2. Possess a valid Michigan driver’s license
3. Also refer to Article 35 of the current AFSCME contract for General Clerical Job Description.

Abilities

1. Must be customer service oriented; assists with resident complaints.
2. Must be flexible and available to work extended hours during election seasons or special events.
3. Must be willing and able to become a certified passport agent.
4. Must be organized and be able to keep and maintain Clerk Department files.
5. Must be flexible and willing to adapt to new software and technologies to improve efficiency in the department.
6. Must have flexibility in performing assigned duties to allow for coverage and cross training with Elections and other departments as necessary.
7. Must be able to work on strict deadlines.
8. Must be able to efficiently and accurately process information and customer requests.

Preferred

1. Five years of municipal experience in elections, records management, or Clerk’s office functions.
2. CMMC/CMC certifications.
3. Passport certifications.

*Any questions can be directed to Megan Burke, Human Resources Manager at
mburke@chesterfieldtwp.org or via phone at 586-649-6429*