



A RECOGNIZED BICENTENNIAL COMMUNITY
17431 112th Ave. P.O. Box 186 Nunica, MI 49448
Phone: (616) 837-6868 Fax: (616) 837-7838
www.crockery-township.org

Part-Time Administrative Assistant

Hours

Part-Time administrative assistants have some flexibility with setting scheduled hours. They must be scheduled to work up to 32 hours each week. Wednesday Afternoon availability **required each week**. All other scheduled office hours must take place between 8:30 am and 5:00 pm Monday – Friday when the Township requires staff to be present. Coordination with other office staff to meet the Township staffing needs will be required.

General Job Description:

An administrative assistant in Crockery Township is responsible for day-to-day high quality customer service to the public. They are employed by the Township Board, and work to support the administrative needs of the Township, including the planning and zoning administrator, building department, Township Supervisor, Clerk, and Treasurer as needed.

Responsibilities

Almost all of the work done by the administrative assistant will take place in the Township Offices. An administrative assistant provides consistently excellent customer service in helping individuals at the front counter, answering and directing phone calls and responding to electronic communications. Performs and provides general clerical support to help ensure the smooth operation of Crockery Township. They will assist with correspondence, preparing mailings, schedule meetings and appointments, maintaining calendars, preparing content for literature, scanning and saving documents, and other duties as assigned.

One of the main areas of focus for this job(s) will be providing assistant to the building officials and planning and zoning administrator. Those services are contracted out and representatives are only in the Township Offices a few hours each week. The administrative assistants are the direct link between Township residents and contractors to these 3rd party contracted services. Scheduling inspections and helping the public complete applications for zoning and building services will be regular occurrences.

Qualifications:

- High School Diploma or Equivalent
- Experience in an office setting, municipal government, or other related fields are preferred but they are not required.
- General computer/typing skills
- Effective communication skills via phone, email, and in person
- Record Keeping and Organizational abilities
- Ability to work well with co-workers and members of the public
- Be honest and trust-worthy

Compensation:

Compensation will be based on experience with a minimum starting wage of \$15.00 per hour. In order to receive paid time off and paid holidays, employees must regularly work at least 24 hours per week.

In order to be considered for the job during initial interviews you must submit a resume to the Township Hall by 5:00 PM on Friday January 21st.

Resumes will continue to be accepted after that until the positions are filled.

Send resumes or questions to:

Erik Erhorn, Township Supervisor, erikerhorn@crockerymi.org

Or

Kathy Buchanon, Township Clerk, kathy@crockerymi.org