

## The Charter Township of Bloomfield, MI

### Job Description

<b>Classification Title</b>	Administrative Assistant to Elected Official Clerk Dept
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	109

#### GENERAL SUMMARY

Provides high-level, confidential administrative support to an Elected Official. Duties may be clerical, administrative or project-based and include scheduling, arranging meetings, event planning, handling information requests, preparing reports and correspondence and liaising with department members and outside agencies. This position is privy to confidential information, financial and medical in nature, which requires diplomacy while handling sensitive documents.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Provides general administrative support such as scheduling meetings, screening calls, preparing reports, recording meeting minutes, and maintaining files.
- Organizes, assembles, and makes copies of all meeting packets and distributes to meeting attendees, and other Township or external personnel as appropriate.
- Manages office as well as office equipment and supplies.
- Prepares documents such as various permits, solicitation and liquor licenses, going-out-of-business sales, and contract renewals for the county, state, or local organizations.
- Composes and distributes follow-up correspondence on all Township Board action.
- Assists in school, state, and federal elections as necessary.
- Assists in issuing ballots and absentee applications.
- Assists with passports.
- Document minutes for various meetings.
- Leads social media and networking committee.
- Provides notary public serves to Township residents and general customers.
- Prepares and processes payroll, invoices, purchase orders, checks, credit card reconciliations, and expense reports.
- Timely and accurately prepares required notices for publication, mailing and posting.
- Maintains and updates the training calendar
- Maintains ordinance records.
- Performs other duties as required.

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**MINIMUM ENTRANCE QUALIFICATIONS**

**Education and Experience**

- Bachelor's Degree from an accredited college with major course work in Business Administration or related field
- 3 to 5 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

**Licenses or Certifications**

None.

**OTHER JOB REQUIREMENTS**

None.

**PREFERRED QUALIFICATIONS**

None.

**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

**Knowledge of:**

- English grammar, spelling, punctuation, and proper phone etiquette
- Modern office procedures, methods and computer equipment
- Relevant Bloomfield Township policies and procedures

**Skill in:**

- Use of relevant computer software as necessary

**Ability to:**

- Pay close attention to detail and remain organized
- Communicate effectively orally and in writing
- Meet schedules and deadlines
- Perform and complete multiple duties concurrently and in a timely manner
- Establish and maintain effective working relationships
- Maintain the confidentiality of information and professional boundaries

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises ( <i>85+ decibels</i> )		X	

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

<b>Date created:</b>	11/2/20
<b>Dates revised:</b>	