

**SPAULDING TOWNSHIP
DPW SECRETARY
JOB DESCRIPTION**

JOB SUMMARY

An administrative, clerical and paraprofessional position, under the supervision of the DPW Superintendent. Performs a variety of clerical activities in support of the daily activities of the DPW Department. Provides customer service to residents, employees, vendors and contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform general secretarial, receptionist, and clerical duties in support of the DPW Department. Prepares types, edits and files various correspondence, documents, notices and postings.
2. Receives screens and directs telephone calls, visitors and correspondence to appropriate personnel. Provides general information, photocopies and customer service. Answers DPW related questions when able or directs inquires to the appropriate personnel.
3. Maintains organizes and updates DPW department database, files, records and mailing lists; prepares a wide variety of reports as required.
4. Collects and compiles invoices for accounts payable for the processing and printing of checks.
5. Maintains the department's supplies, inventories, and arranges for purchases of supplies.
6. Maintains office equipment.
7. Creates, prepares and mails bills for water and sewer services rendered; processes bills and charges payable by the department.
8. Performs financial record keeping and monitoring of accounts.
9. Creates and prepares deposits; may deliver deposits to the bank.
10. Performs appropriate bank transfers for receipts, bills and payroll.
11. Schedules and bills final water reads.
12. Provides daily assistance to residents on DPW related matters; writes up, distributes and responds to service requests and problems; receives and refers complaints and responds to inquiries for information.
13. Performs other reasonably related administrative and clerical functions as required to preserve the integrity of the DPW department to foster good relations or as assigned by the DPW Superintendent or Township Supervisor.
14. Serves as recording secretary for the monthly and special DPW board meetings.
15. Performs basics of township office operations and serves as back-up for the township secretary.
16. Distributes and receives absentee ballot applications, absentee ballots and voter registrations.
17. Safeguards the confidentiality of Township administration by exercising discretion in communicating information to residents, property owners, officials, administrators, staff, consultants and the general public, and handling departmental records and files, personnel actions, and similar confidential materials.

18. Take information regarding burials in the Township cemetery and convey information to the Township Clerk and DPW Superintendent.
19. Take and manage all hall and park reservations.
20. Issue burning permits.
21. Maintain weed ordinance and bill residents for tall grass violations.

EMPLOYMENT STANDARDS

1. Employee must be at least 18 year of age and must be legally able to accept work in the United States
2. A High School diploma or state-issued GED is required.
3. Two years of experience in secretarial/clerical position.
4. Must be able to pass a drug screening test.
5. Possess a valid Michigan Driver's License

This job description reflects the general duties of this position and the standards required but are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor.