

**SAGINAW CHARTER TOWNSHIP  
JOB DESCRIPTION**

**Part-Time Secretary  
(\$14.73 - \$19.88 per hour)**

Supervised By: Supervisor and Township Manager  
Supervises: No supervisory responsibility

**Position Summary:**

Under the supervision of the Supervisor and Township Manager, performs a variety of routine typing and related tasks. Greets visitors to the Township, either walk-in or by telephone, and provides information or assistance. Assists and acts on behalf of the Manager's Secretary in that person's absence. Additionally, provides absentee coverage for other clerical and administrative staff.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Greets telephone callers and walk-in visitors courteously, providing information or directions being sought.
2. Sorts and distributes all incoming mail to each department.
3. Assists the Manager's Secretary in preparing information packets for Board members prior to each regular and special Board meeting and follows-up with the necessary actions.
4. Maintains confidentiality of information for various departments regarding employee matters and various documents.
5. Types/transcribes or retrieves information on the computer.
6. Schedules the use of meeting rooms and maintains a calendar of use.
7. Assists in ordering office supplies as needed by departments.
8. Files and retrieves documents and correspondence.
9. Works as United Way Campaign coordinator for Saginaw Charter Township Offices.

10. Assists as a Communications Team member to produce a monthly employee newsletter.
11. Assists with all clerical chores associated with coordinating the printing and distribution of newsletters within a pre-determined time frame.
12. Assists with updating and maintaining the Township website.
13. Provides relief coverage for other Township administrative staff as assigned.

**ADD** Responsible for Township Hall automatic door lock system procedures, (i.e. mtg. schedules, holidays).

**ADD** Coordinates with Township Manager, Department of Public Services, Mid Michigan Waste Authority, and waste hauler on trash complaints, recycling, and public information.

**ADD** Handles distribution of new and additional recycling bins to residents.

14. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma supplemented by vocational training in records management, secretarial science, or a related field.
- Two years experience as a secretary or administrative clerk.
- Skill in the use of office equipment including word processing and desktop publishing software, website design, and the ability to master new technologies.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.
- Ability to type, enter data and complete mathematical computations with speed and

accuracy.

- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, other governmental and regulatory agencies, and professional contacts.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to critically assess situations, maintain attention to detail, solve problems, and work effectively within deadlines, and changing work priorities.
- A high level of human relations skills and their proper application is required to deal pleasantly, efficiently, and courteously with the public.

**Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee is regularly required to talk, hear, view and create written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet.