



Charter Township of Waterford Job Description

Clerical Specialist

Department:	Police
Supervised By:	Administrative Manager - Police
Supervises:	None
Bargaining Unit:	Teamsters
FLSA:	Non-exempt
Status:	Full-time

General Summary

Under the direction of the Administrative Manager performs a variety of typing and clerical tasks requiring the exercise of independent judgement and knowledge of office procedures and terminology gained through past experience and training.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following 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. Responsible for filing, indexing, posting, entering and retrieving data in the Department's information systems.
2. Types a variety of materials such as statements, registrations, notices, reports, forms and general correspondence.
3. Assists the general public by phone and in person by providing services and information related to police records as well as department functions and activities.
4. Insures that all information entered into Department's information systems is current, proper and accurate.
5. Assists with a variety of departmental functions such as collecting revenue, maintaining inventory, ordering materials, compiling data and assisting others with their work as necessary.
6. Process requests for police records submitted under the Freedom of Information Act.
7. Assist the Administrative Manager with maintaining police employee time records,
8. Coordinate the police/school crossing guards program.
9. Other duties as assigned.

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.

1. High school diploma or equivalent.
2. Ability to type 45 wpm accurately using word processing software. **Typing test required.**
3. Must possess basic word processing, database and spreadsheet software skills. **Skills test required.**
4. Thorough knowledge of filing system procedures and practices, office procedures and modern office equipment.
5. Must possess good grammatical, spelling, mathematical and data entry skills. **Skills test required.**
6. Ability to communicate accurately, clearly and concisely in written, verbal and electronic formats.
7. Ability to handle a variety of inquiries from the public regarding department activities.
8. Must pass Police Department background investigation.

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 works in an environmentally controlled office setting.

This is a low physically demanding position, requiring limited range of motion. Work is performed in the optimal working envelope of neck to navel and within arm's reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physical impairments can be accommodated to perform most essential task of these positions. The use of mobility assist devices such as wheelchairs, walkers etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is not essential. The employee is regularly required to lift objects of ± 1 pounds and occasionally lifts objects of 10 pounds may be required. No overhead reaching is required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

<u>WAGES:</u>	Start	\$18.25/hour
	6 Months	\$19.32/hour
	1 Year	\$20.39/hour
	2 Years	\$21.46/hour

Posting Date: 10/25/2022 4:00 p.m.
Closing Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>