



Charter Township of Waterford

Job Description

Clerk (Part-Time)

28 hours per week.
Below are the regularly scheduled work days, hours may be adjusted to help with special events and day trips.
Monday & Tuesday 8:00am-3:15pm
Thursday 8:00am-4:30pm
Friday 8:00am-3:30pm

Department: Parks and Recreation
Supervised By: Departmental Aide & Recreation Coordinator
Supervises: No Supervisory Responsibility
Bargaining Unit: Teamsters
FLSA: Non-exempt
Status: Part-time

General Summary

Under the direction of the Parks and Recreation Director or designee, performs a variety of clerical tasks requiring the exercise of independent judgement and knowledge of office procedures and terminology gained through experience and training. Performs clerical duties for departmental staff. Assists in the planning and implementation of senior citizen programs sponsored by the Parks and Recreation Department.

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. Answers the telephone and provides counter assistance, directing departmental visitors and providing routine procedural information including answering basic Parks & Recreation program inquiries.
2. Assists in a variety of departmental activities processing registrations, typing, posting, compiling data or assisting others with their work.
3. Receives and processes large sums of cash, checks and other financial instruments for recreation programs and travel programs.
4. Maintains daily records of all financial transactions.
5. Assists with the planning and implementing of senior citizen programs, activities and special events.
6. Assists with the preparation of program and activity information, such as brochures, flyers, and newsletters for community consumption. .
7. Required to lead some senior citizen programs, work special events, and escort senior citizen day trips as assigned.
8. Operates a variety of office machines, such as, FAX, copy machine, scanner and other computer equipment. Makes social media updates for departmental pages.
9. Files and retrieves data from various computerized databases and spreadsheets.
10. Delivers and picks up clerical materials as necessary.
11. 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 general office and filing system procedures and practices.
5. Must possess good grammatical, spelling and mathematical skills. **Skills test required.**
6. Ability to meet and talk with customers and the general public.
7. Must be able to work special events requiring possible evening and weekend hours.
8. Must possess a valid Michigan's Drivers License and meet the Township's driving standards.
9. Ability to establish and maintain effective relationship with those contacted in the course of work.
10. Must pass a Pre-employment physical and Drug screen.
11. Must pass a background check.

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 required to perform a majority of essential job functions in a environmentally controlled office setting, although some duties may be performed all weather conditions and on varying working surfaces.

This is not a physically demanding position, requiring a limited range of motion and the use of both fine and gross muscles of the total body. Rest periods are assigned. The employee is regularly required to lift objects of ± 40 pounds 3 or more times per day with occasional lifts of ± 70 pounds required. Grasping of hand tools (such as staplers, screw drivers, pliers, etc.) under light torque load is common. The largest grasping pattern is approximately 14 inches. Vibration is not a factor. Most work is performed either standing flat footed or in a seated position. The ability to accomplish data input is essential. The employee may be required to pull/push/lift and carry mid-range objects, such as apparatus lockers, luggage, and sports equipment. The employee must be able to manually write and work with computer keyboard. Good vision is required. Limited hearing is acceptable. The ability to hear may affect the productivity of this position; accommodations must be reviewed for reasonableness.

This position is not conducive to the use of mobility assist devices such as wheel chairs, walkers etc.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Start	\$13.03/hour
6 Months	\$13.79/hour
1 Year	\$14.56/hour
2 Years	\$15.32/hour

Posting Date:	03/12/2021	10:00 a.m.
Internal Closing Date:	03/19/2021	10:00 a.m.
External 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 at <https://www.waterfordmi.gov/jobs>