

Charter Township of Haring

Position Description

Job classification: Utilities Clerk/Receptionist

Hours: Part-time (16 – 20 Hours per week)

- A. **Summary:** Performs receptionist, clerical and typing work requiring considerable knowledge of departmental practices and procedures and performs public contact work.
- B. **Supervision Received:** Works under the supervision of the Township Maintenance and Operation Supervisor and the Finance Committee.
- C. **Supervision Exercised:** None
- D. **At-Will-Employee**
- E. **Responsibilities and Essential Duties and Functions:** An employee in this position may be called upon to perform and or all of the following essential duties. The duties include, but are not limited to the following:
 - a. Perform a variety of tasks involving familiarity with department technology and opinions.
 - b. Type correspondence, records and reports.
 - c. Compile financial and bookkeeping data, compute accounts, and prepare other department records.
 - d. Collect fees or payments and assist the public in preparation of forms.
 - e. Act as a receptionist.
 - f. Answer telephone, office inquires requiring knowledge of departmental rules and regulations.
 - g. Calculate and distribute monthly Utility Billing's.
 - h. Receive and process mail.
 - i. Index and file records and reports and maintain files.
 - j. Examine reports for errors in billing.
 - k. Operate a computer, printer, answering machine and copier.
 - l. Perform related work as required by the Township Board and the Finance Committee.
 - m. Any other duty as assigned by the Township Board and the Finance Committee.
- F. **Functions, qualifications and KSAS for Employment;** All the following functions, qualifications, knowledge, skills, aptitudes, and duties are essential. An employee in this class, upon employment, should have the following equivalent of the following.
 - a. Associate's degree
 - b. Considerable knowledge of modern office practices and procedures.
 - c. Reasonable knowledge of the organization, procedures, and operations of the Utility Department.
 - d. Speed, skill and accuracy in performing clerical and typing tasks.
 - e. Ability to use Microsoft Excel to help with arithmetic calculations with speed and accuracy.
 - f. Ability to assemble data and prepare accurate records and reports.
 - g. Ability to work effectively and courteously with other employees and the general public.
 - h. Ability to count change, and to accurately records financial transactions.
 - i. Any other function, qualification, knowledge, skills, and/or aptitude that from time to time may become reasonable requirements of the position.
 - j. Compensation is \$19.32 per hour.