

HILLSDALE COUNTY DRAIN COMMISSION
MATT WORD, DRAIN COMMISSIONER
29 N. HOWELL ST. - ROOM 15
HILLSDALE, MI 49242
517.437.4181

JOB TITLE: ASSISTANT CLERK
REPORTS TO: DRAIN COMMISSIONER

HOURS: MONDAY – FRIDAY 8:30AM – 5:00PM
STARTING PAY RATE: UNION LEVEL 05 - \$10.74 - \$13.34 (DOQ)

JOB SUMMARY:

Under the direct supervision of the Drain Commissioner, and the Chief Clerk to provide secretarial and administrative support to the Drain Commissioner's Office, including compiling and entering records, preparing assessment rolls, invoices, payables, and receiving telephone calls and visitors.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Prepares assessment rolls by researching department files, indexing County records, re-mapping drainage districts, calculating property splits and formulating information into legal document.
2. Compiles, enters and updates relevant records in Department's computer database and aids in retrieving and accessing information as appropriate.
3. Team member will perform office duties including: drafting and preparing correspondences/reports, maintaining department filing system scheduling meetings/appointments, receiving mail, helping with the public, maintaining inventory.
4. Receives telephone calls and visitors to office answering questions, providing requested information or transferring calls to appropriate staff member.
5. Basic experience with Accounting.
6. Coordinates scheduled Board of Determination meetings with township officials, compiles information and materials for meetings and assists in meeting notification process.
7. Overseeing the Miss Dig locating services.

OTHER DUTIES & RESPONSIBILITIES:

Performs other duties as assigned.

JOB QUALIFICATIONS:

1. The job requires knowledge normally acquired through the completion of specialized training in computer applications and secretarial skills.
2. Two to four years of experience in the secretarial field.
3. Skills necessary to provide courteous and accurate information and responses to community members, contractors, and various levels of County personnel.
4. Mental ability to frequently handle simultaneous projects requiring concentration and attention to detail with frequent distractions due to people and/or telephone calls. Employee is frequently required to handle pressures related to meeting deadlines, fulfilling scheduling requirements, etc. Member of staff is frequently required to handle pressures dealing with concerned citizens, employees, etc.
5. Physical ability to transport items weighing up to twenty-five pounds, also periodically required to stoop, bend or kneel to accommodate different working positions. Employee is commonly required to sit for extended period of time, and may be asked to perform repetitive movement as part of the job.

WORKING CONDITIONS:

1. Normal office environment with little discomfort due to noise, dust and the like.
2. Periodic travel between County locations is required.
3. Occasional intermittent or cyclical work pressures may be experienced.

APPLICATION AND RESUME ARE DUE: JANUARY 30, 2018 @ 4:30PM

This job description is to describe the general nature and level of work performed by a person assigned to this job, not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Employee is required to perform other duties as assigned.