



## Job Posting Request Form

### Company Name

Charter Township of Clinton

### Position Title

Office Clerk II

### Job Description

#### GENERAL SUMMARY:

Under the general supervision of the Building Superintendent, Assistant Building Superintendent and/or Office Manager, performs routine and moderately complex office, clerical and general support work, including typing, filing, and answering telephones, as well as customer service activities. Assists the Building Department staff as requested.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position is responsible for issuing of building, electrical, plumbing, mechanical and rental permits, abandoned residential registrations, writing receipts, scheduling inspections and processing release or forfeiture of all building bonds. Assists with the preparation of certificates of occupancy for new buildings, court tickets, inspection requests and maintains monthly and yearly reports. Maintains a wide variety of computerized and manual files, records related information such as: code enforcement complaints, rental licenses, court case records, license transfers, site plan information and new addresses/splits and combines. Also, provides assistance at department service counter, receives and screens incoming telephone calls. Performs other clerical tasks and related work as required.

#### REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

This position requires knowledge of commonly accepted practices in public relations, customer service, records management and general office operations and procedures. Extensive knowledge of computers including word processing, excel

spreadsheets, internet research and scanning is required. Also, knowledge of English usage, spelling, grammar and punctuation. Applicant(s) must possess the ability and/or skills to do the following: type 50 wpm, operate equipment including personal computers, printers, facsimile machines, copy equipment, scanner, calculators, internet and email, understand and follow complex oral and written instructions and effectively communicate orally and in writing and possess the ability to deal with a diverse group of people in a diplomatic and effective manner. Assists with preparation and maintenance of a variety of records and reports according to accepted standards, must exhibit a willingness to learn and become familiar with complex building terminology, structure, policies, and procedures.

#### EDUCATION AND EXPERIENCE:

This position requires a high school diploma or equivalent. Combination of training and experience equivalent to two years of progressively more responsible clerical and secretarial experience is preferred. Successful completion of Civil Service Examination is required and applicant must meet all requirements set forth in the Employees Civil Service Ordinance.

PLEASE NOTE: Interested, eligible candidates MUST SUBMIT A COMPLETED EMPLOYMENT APPLICATION to the Clinton Township Employees Civil Service Commission, 40700 Romeo Plank Road, Clinton Township, MI 48038 on or before the close of business, Monday, July 15, 2019. Visit [www.clintontownship.com/employment](http://www.clintontownship.com/employment) to download an application. Contact Civil Service at 586-286-9342 with questions. Pre-employment background investigation and substance abuse testing is required. The Charter Township of Clinton is an Equal Opportunity Employer, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or disability.

#### **Contact Name**

Lisa Murray

#### **Contact Phone Number**

(586) 286-9342

#### **Contact Email**

[civilservice@clintontownship-mi.gov](mailto:civilservice@clintontownship-mi.gov)

**What type of job is this?**

Full Time

**Position Opening Date**

Thursday, June 27, 2019

**Position Closing Date**

Monday, July 15, 2019

**Compensation**

\$35,814-\$46,916 annually