

Clay Township Treasury Department Assistant Job Opening

Job Title: Treasury Department Assistant

Reports To: Treasurer

Part Time: 16-28 Hours per Week

Pay Rate: \$17.98

Job Description: The employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties that may be expected but provides a summary.

Responsibilities:

1. Serves as first point of contact for visitors at the Clay Township Offices providing a positive impression and assisting with inquiries.
2. Assist the Deputy Treasurer and Treasurer with collection of Utility Bills, Tax Bills and other miscellaneous receipts at the counter.
3. Assist the Deputy Treasurer and Treasurer with administrative, clerical, and record-keeping.
4. Respond to the public, Title Companies, Mortgage Companies regarding Taxes, Utility Bills and Special Assessment inquiries.
5. Schedule and coordinate Work Orders for DPW.
6. Perform other duties as assigned.

Qualifications and Education Requirements:

- High School Diploma, or higher
- Minimum two of administrative experience, preferable in municipal setting.
- Experience handling phone systems, email correspondence, and other office communication tools.
- Proficient with Cash, Check, and Credit Card processing.
- Strong communication and interpersonal skills for interacting with property owners, and Township staff.
- Ability to multitask, problem-solve, and meet deadlines in a fast-paced environment with frequent interruptions.
- Familiarity with filing systems, data entry, and office equipment (printers, copiers, scanners, fax machines, etc.).

This description outlines general responsibilities and qualifications and may be subject to change.

Please submit Letter of Interest & Resume to:

Township of Clay or Email: thogan@claytwpmi.gov
ATTN: Tanya Hogan
PO BOX 429
Algonac, MI 48001