

CHARTER TOWNSHIP OF FLINT

JOB POSTING A.F.S.C.M.E.

TITLE: CLERICAL 2 POSITION TREASURER'S OFFICE

GENERAL SUMMARY:

A full time clerical position in the Treasurer's Office, under the authority of the Treasurer. Performs related clerical functions where some typing skill is required, as well as record keeping skills. Responds to various concerns and complaints from the general public via telephone and personal contact, by directing them to the appropriate person or office and providing routine information.

TYPICAL DUTIES:

1. Receives tax monies via mail or through personal contact with the general public. Receipts and deposits monies in various township accounts.
2. Files and retrieves correspondence, bill documents, reports, records and other documents. Continuously maintains various files, making changes to update and keep files current.
3. Operates office machines such as copier, fax machine, and working knowledge of computer principles and operations.
4. Performs routine record keeping activities such as posting payments and tally activities performed, letters sent, or documents prepared.
5. Administration of business bankruptcy filings.
6. Administration of receipt, allocation, and payout of mobile home pad taxes.
7. Assist in filing, correspondence, and collection of delinquent personal property taxes, delinquent 5/50 property taxes, delinquent qualified taxes, and some special assessments.
8. Performs other duties as assigned.

SUCCESSFUL APPLICANT WILL:

- A. Have attained the age of 18 years at the time of application and will have graduated from an accredited high school.
- B. Have a working knowledge of computer principles such as BS&A and Excel.
- C. Be able to understand and follow written and oral directions.
- D. Possess excellent communication and organizational skills, including the ability to work with the general public and create and maintain a good working relationship with co-employees.
- E. Type a minimum of 45 words per minute.
- F. Working knowledge of accounting principles as evidenced by a two year degree with a major in accounting (management may, at its discretion, substitute a combination of education and experience).
- G. Must be able to do mathematical computations with accuracy.

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.

The employee is regularly required to communicate clearly with others in person and on the telephone. The employee frequently is required to sit, but must be able to get up and serve customers at the counter. It is crucial to the outcome of job task that the employee is able to: talk and hear; view a computer screen for extended periods; use hands to finger, handle, and type and enter data; and reach with hands and arms extensively. The employee must frequently lift and/or move lightweight items, and be capable of climbing stairs and ladders, as well as bend or lift, and carry at least (25) twenty-five pounds. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually low to moderate.

Applications may be obtained from the Office of the Clerk, 1490 South Dye Road, Flint, MI 48532 during regularly working hours Monday-Thursday 8:00 a.m. – 5:30 p.m. Applications must be returned to the Clerk's Office. Flint Township is an equal opportunity employer.

12/09/2015