

**NOTICE OF EMPLOYMENT OPPORTUNITY
GROUP 2: ADMINISTRATIVE ASSISTANT I
CITY OF SWARTZ CREEK**

The City of Swartz Creek is seeking to hire a Group 2: Administrative Assistant I. This position is listed under Section 38 of the current AFSCME 1918-23 Agreement. Starting base wage is \$20.44, with up to \$2.00 in potential additional hourly compensation for certifications and up to \$1.00 additional for specific and verified proficiencies.

The job description for this position is attached. Candidates will be expected to learn a diverse set of duties.

This position works under the general and technical director of the Office Supervisor, or City manager as appropriate.

All interested persons must contact Renee Kraft, City of Swartz Creek, 8083 Civic Drive, Swartz Creek MI 48473 or at rkraft@cityofswartzcreek.org by 4:00 p.m. on November 22, 2023.

“An Equal Opportunity Employer”

Posted 11/8/2023-

City of Swartz Creek
Job Description

Administrative Assistant I

REVISED: February 3, 2017

FLSA: Non-exempt Position

GENERAL STATEMENT OF DUTIES: Performs a variety of administrative support and clerical duties related to accounts payable, accounts receivable, payroll, clerical duties, utility billing, building, and the department of public works. Responsible for general administrative support and customer service functions as directed by the Office Manager.

SUPERVISION RECEIVED: Works under the direct supervision of the Office Manager and with the direction of the Director of Community Service.

SUPERVISION EXERCISED: None.

EXAMPLES OF WORK PERFORMED:

The following tasks are typical examples of the work performed by an employee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position

1. Take and transcribe dictation. Type letters, memoranda, reports, forms and other materials from rough draft, notes, Dictaphone and other media.
2. Compose and type correspondence.
3. Greet visitors, answer telephones and respond to personal inquiries.
4. Prepare and maintain reports and forms containing various types of information. File correspondence, reports, records and other information in accordance with established policy.
5. Arrange meetings and appoints, including travel arrangements.
6. Maintain schedules for the use of city facilities.
7. Administer utility billing system. Provide billing reports to Director of Finance.
8. Perform functions related to payroll, rental inspection scheduling, accounts payable/receivable, and clerical duties.
9. Attend job related training courses and seminars.
10. Provide backup for other administrative support positions and cover the front desk.
11. Perform other related duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Working knowledge of office procedures, grammar, business English, correspondence formats and composition.
- Working knowledge of word processing, spreadsheet and database programs (Microsoft Word, Excel and Access).
- Working knowledge of record keeping and filing systems.
- Working knowledge of utility billing practices and procedures and related automated systems (BS&A)

- Ability to operate standard office equipment, including word processor, transcription equipment, copier and telephone system.
- Ability to type forty or more words per minute.
- Ability to schedule meetings, prepare and distribute agendas and notices for publication.
- Ability to take notes at meetings and accurately prepare written meeting records.
- Ability to communicate clearly and effectively, orally and writing, with co-workers, supervisors and the general public.
- Ability to understand and follow complex oral and written instructions.
- Ability to operate a keyboard, copier and other office equipment, lift loads of up to 25 pounds, sit for prolonged periods of times, hear verbal communications on the phone and in an office environment, read and manipulate written text.

MINIMUM QUALIFICATIONS:

High School graduate or equivalent supplemented by post-secondary course work in book keeping, office administration or related field. Two years experience in book keeping or in a responsible clerical position is required.

Approved:

City Manager

Date