

Olive Township

Job Description Form

Employer: Olive Township

Location: Olive Township Hall, 6480 136th Ave, Holland, MI 49424

Job title: Olive Township Administrative Assistant

Reports to: Olive Township Board of Trustees/ Supervisor

Pay Range:
Commensurate with
knowledge and experience

Type of position:

Part-time

Hours 16-20/week

Exempt

Nonexempt

General Description:

This "at will" position, assists the board of trustees, various boards, commissions, departments and the general public, in completing the business functions of Olive Township.

Work experience requirements:

- Computer literate in Word/ Excel /BS&A Assessing and Tax software, Laredo software/Voter System
- General office duties
- A demonstrated high degree of organizational skills are necessary
- Excellent customer service skills
- Ability to interact positively and objectively with coworkers, inspectors, contractors, and members of the general public
- Ability to read and follow legal land descriptions to determine correctness and location

Education Requirements

- High school diploma or GED
- 2 years college or equivalent experience

General Job Duties:

- Assist public in acquiring information or forms
- Direct incoming phone calls
- Data base updating i.e.: mailing lists, cemetery, fee schedules, web site, tax system, assessing system, voter system
- File all necessary documents
- Word processing Board(s) communications
- May assist with tax roll preparation including creating databases, updating information, entering tax rates, sending data to county and mail service vendor, reviewing proofs, etc.
- May assist with tax collection including receiving payments, entering payments in BS&A tax system, running various BS&A reports, entering ordered changes and reconciling tax roll totals to assessment roll totals, preparing settlement reports as assigned by Treasurer
- May assist Clerk with voter registration and mailings

- **May assist Assessor with entering parcel data including sales, name and address changes, etc.**
- **General office duties, including, but not limited to: office supplies, mail, public notices, petty cash, filing documents both paper and electronically**
- **Assist with house number assignments / land divisions/ zoning, building, plumbing, and electrical, mechanical permits, as needed**
- **Assist with township website entries, documents, and updates**
- **Compile newsletters, and mailing list for same**
- **Work with other internal and external departments as needed**
- **Assist with public notice mailings, general township wide mailings**
- **All other duties as assigned by the Board /Supervisor**

Approved:

Title:

Date posted:

Date hired:

Benefits: Part time position, job sharing required- each of the two part time employees have an area of focus, but may need to help out the other person at times. Training will be available for the software used. Time off for normal Holidays, opportunity to earn paid vacation.