



**CHARTER TOWNSHIP OF VAN BUREN
JOB VACANCY**

Position Title: Administrative Assistant (Civilian)

Department: Public Safety

Classification: Regular, Full-time

FLSA Status: Non-exempt

Union Affiliation: None

Salary: \$50,835 – \$60,000 based on experience and qualifications

Benefits Package: Health/Dental 90% Employer Paid

Blue Cross Blue Shield and Blue Care Network

Vision Employer Paid

Short/Long Term Insurance Employer Paid

Retirement 10% Employer Matched/100% Vested after first contribution

Life Insurance \$50,000

PTO

Education Tuition Assistant Plan

General Duty Statement:

Van Buren Charter Township is now accepting resumes for an Administrative Secretary for Public Safety

Please submit a cover letter, resume and application to:

nsumpter@vanburen-mi.org.

Only Qualified Applicants Need Apply

The Charter Township of Van Buren is an equal opportunity employer



CHARTER TOWNSHIP OF VAN BUREN JOB DESCRIPTION

Position Title: Administrative Secretary (Civilian)

Position Summary

Under the direct supervision of the Director of Public Safety. This position serves as a Confidential Administrative Position and Office Manager and performs more complex secretarial and clerical tasks and the function of an administrative assistant and provide executive-level administrative support to the Director and Deputy Directors. The position may act as lead worker clerical personnel engaged in routine office duties and supervise those clerical persons as assigned to the Director. Such administrative duties shall include, but not be limited to, policy development, budget preparation, and other administrative functions as determined necessary by the Director of Public Safety. Such duties shall further include coordinating all administrative functions for the Department of Public Safety (Police, Fire, Dispatch, Ordinance and Animal Control) relevant to the administrative operation of the Department.

Essential Job Functions, Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned this classification and are not to be construed as an exhaustive list of all job duties performed in this position.

- Superior office skills such as typing, calculator, word processing, computer knowledge, excellent communications skills, composition, and grammar. Interact tactfully and courteously with the public and work harmoniously with other employees.
- Knowledge of and ability to navigate through BS&A and CLEMIS software, working on licensing information for police officers through MCOLES (Michigan Commission on Law Enforcement Standards).
- Compose correspondence concerning administrative and general office policies for the Director of Public Safety.
- Anticipate and prepare materials needed by the director for conferences, correspondence, appointments, meetings, telephone calls, etc., and inform director on all matters relevant to the administrative functions of the Department of Public Safety.
- Thorough knowledge and understanding of budgetary process and financial reports.
- Knowledge in accounts payable and accounts receivable.
- Assist in the preparation of Annual public safety budget.
- Payroll preparation by calculating time sheets and related duties.
- Prepare special reports, summaries, or replies to inquiries, selecting and compiling relevant information from a variety of sources such as reports, documents, and correspondence, under general direction.
- Maintains all record, minutes, and files on all various township, city, state, and federal committees related to the Public Safety Director.
- Position requires some self-motivation and interpretation.
- Great attention to detail necessary.
- Must be able to handle and deal with an exhaustive variety of situations that fall within the realm of public safety environment.

- Flexibility in scheduling on occasion.
- To administratively handle all office functions for the Department of Public Safety. Such functions shall include ordering of supplies, sort mail to include the posting and processing Court mail bond receipts, copy work, faxing, filing, appointments, conferences, and other scheduling as may be required.
- Attend meetings of the Public Safety Director in his/her absence or at his/here request.
- Summarize the content of incoming materials, specially gathered information, or meetings to assist director; coordinates information.
- In the director's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in a timely manner.
- Answer telephone and personal inquiries, route calls, and secure and relay pertinent information for as needed to department members.
- Ensuring that training funds are being properly expended for dispatchers and police officers.
- Maintaining personnel files (updating training information, pay rates, vacation time, sick time etc...)
- Deal tactfully and courteously with the public and work harmoniously with other employees. Follow verbal and written instructions and carry assignments through to completion without close supervision.
- Perform related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

- Bachelor's degree with major in Accounting, Business Administration, related field or work experience dealing with Police and Fire (Public Safety).
- Knowledge of all Microsoft programs
- Ability to compose and format letters and correspondence internally and externally
- Experience in Municipal Government preferred
- Excellent customer services skills, both verbal and written.
- Excellent attention to detail in a fast-paced environment
- Minimum 5 years' experience

Physical Abilities and Work Environment

While performing the duties of this job, with or without reasonable accommodations, the employee is frequently required to talk or hear. The employee must have normal sight and vision and be able to identify and distinguish colors. The employee is frequently required to read paper documents and view information on a computer screen. The employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee's head or at ninety degrees to the employee's shoulders. The employee is frequently required to climb and descend stairs and ladders. The employee is frequently required to squat, bend, stoop, kneel, crouch or crawl. The employee must occasionally exert up to 20 pounds of force and be able to lift and/or move items of up to fifty (50) pounds.