

Charter Township of Ypsilanti

Floater II/Clerk III
TPOAM Union – Non-Exempt

Summary

This is a clerical position that may be assigned as needed to any department. Performs responsible clerical work requiring the skillful use of the typewriter, computer, calculator and telephone. Assists the public at the counter and on the telephone.

Supervision Received

Supervised by the Director or Deputy of the assigned department who advises on unusual work situations and checks the more difficult projects in progress and upon completion. Routine duties performed with independence according to established procedures and practices.

Responsibilities and Duties

An employee in this position maybe called upon to do any or all of the following essential duties: (These examples do not include all of the duties the employee maybe expected to perform).

1. Performs general office and record keeping functions for the assigned department.
2. Acts as a receptionist receiving communications, making and receiving phone calls, setting up appointments and routing calls to the appropriate staff person.
3. Assist the public by telephone and in person by answering inquiries on general policy, programs, and procedures whereby familiarity with departmental operations is essential, and by disseminating information and materials.
4. Take payment for and record permits, fees and registrations. Issue receipts and permits as required.
5. Make postings, reconcile and balance receipts.
6. Compose routine correspondence and rough draft report narratives and tabulations.
7. Prepare correspondence, reports and minutes from source documents, audio tape, or rough draft reviewing for correct structure, grammar and math using professional secretarial standards on style and format to obtain a final document.
8. Collect and input data for the preparation and maintenance of clear and concise records, files and charts. Check the accuracy and completeness of records, forms, documents and attachments according to procedure or by comparison with original sources.

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Responsibilities and Duties (cont'd)

9. May assist in the preparation of departmental payroll by assembling and computing data.
10. Take and transcribe minutes.
11. Performs related clerical duties necessary to carry out the goals of the assigned department.

Essential Functions, Qualifications and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations

- Ability to obtain a Michigan Notary Surety Bond and become a licensed Notary within 120 calendar days from date of hire is a must.
- Knowledge of office practices and procedures, business English, spelling, punctuation, and arithmetic.
- Skill in the operation of office equipment including computer and calculator.
- Ability to communicate effectively in writing and verbally in person and on the telephone.
- Interpersonal skills to develop and maintain effective working relationships with the public, co-workers, and officials.
- Ability to understand the relationship between various components of forms used in compiling, computing and recording of data.
- Skill to take and account for money collected and to make correct change.
- Skill in the use of computer programs Microsoft Word and Excel or equivalent.
- Accuracy in typing **40** words per minute.
- High school diploma or G.E.D. and two years of office experience involving public contact.

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. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to talk, hear and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle or feel; and reach with hands and arms. The employee is required to stand, walk, and occasionally stoop, or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet.