



Village of Stockbridge
118 North Center Street
PO Box 155
Stockbridge, MI 49285-0155
Office (517) 851-7435 Website: vosmi.org

Title: Part-Time Administrative Assistant I
Department: Village Clerk's Office- Village of Stockbridge
Date: September 2024
Hourly Rate: \$14.00 - \$15.00 per hour

General Summary:

The primary function of this job is to provide varied administrative office support and customer service assistance, requiring attention to detail and knowledge of general office procedures, departmental activities, and programs. This employee works under the direction and supervision of the Village Clerk. Employees must meet the minimum requirements and conditions of employment and successfully perform all essential duties and responsibilities without reasonable accommodations.

Key Responsibilities:

- Provide general administrative support, including greeting visitors, answering phones, managing correspondence, and maintaining office supplies.
- Provides clerical support for office staff functions, including filing, scheduling, assisting with production of documents, data entry, scanning, preparing mailers, etc.
- Process utility bills, payments, and adjustments promptly and efficiently.
- Assist in maintaining accurate utility accounts for residential and commercial customers.
- Collaborate with team members to support special projects and initiatives.
- Schedules and maintains village hall and park reservations.

Skills and Qualifications:

- Proficient in modern office practices, including best practices for administration and recordkeeping.

- Capable of preparing routine correspondence and performing accurate mathematical calculations.
- Ability to handle multiple tasks efficiently and meet deadlines.
- Strong ability to interact courteously with the public, including de-escalating situations, while representing the Village professionally.
- Contributes positively to a motivated office environment, maintaining professionalism and friendliness.
- Excellent written and verbal communication skills, with the ability to maintain effective relationships with various contacts.
- Ability to learn and become proficient with new software and technology systems.

Education, Formal Training, and Experience (minimum requirements):

- High School Diploma or equivalent.
- Two years of secretarial or clerical experience, preferably, including public contact.

Necessary Knowledge, Skills, and Abilities:

- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to accurately organize and maintain paper documents and electronic files.
- Working knowledge of computers, equipment, modern office practices, Microsoft programs, and ability to learn software programs specific to the Municipality.
- Ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to communicate effectively verbally and in writing; ability to plan, organize, and complete departmental work.
- Ability to maintain the confidentiality of information and professional boundaries.

Special Requirements:

- Must possess a valid State of Michigan driver's license

Interested candidates are invited to submit their application packet, including a cover letter, resume, and completed Village of Stockbridge employment application, to Heather Armstrong at clerk@vosmi.org.

Deadline:

This position will remain open until filled. Applications must be received by September 30th to be considered for the first review round.

Join us at the Village of Stockbridge and be part of a team dedicated to serving our community with integrity and efficiency.

Job Type: Part-time

Hourly Rate: \$14.00-\$15.00 per hour

Expected hours: 20 per week

Benefits:

- No benefits are offered currently.

Schedule:

- 4-hour shift, daily- Monday/Tuesday/Thursday/Friday, 9:00 am to 1:00 pm and Wednesday, 1:30 pm to 5:30 pm.

Work Location: In person, 118 North Center Street, Village Office.