

MICHIGAMME TOWNSHIP

RECEPTIONIST JOB DESCRIPTION

JOB DESCRIPTION:

Work is assigned by Township officials and should be accomplished in the time allotted. Performance is evaluated through observation, review of assigned work, and in compliance with established safety guidelines and policies.

EDUCATION:

High school diploma or equivalent

QUALIFICATIONS:

Knowledge of computer software, i.e. BS& A and Microsoft Office Suite. Ability to search the intranet, internet, and create online accounts.

PHYSICAL DEMANDS:

The descriptions are those that must be met by an employee to perform the essential functions of this job. The employee must occasionally lift and/or move up to 50 pounds or more.

GENERAL DUTIES:

1. Answers phone calls and checks messages, routes messages appropriately, and assist in-person customers.
2. Picks up, opens, and sorts the daily mail. Prepares and delivers outgoing mail to the Post Office daily.
3. Receives sewer and other payments and turns over to the Treasurer.
4. Create documents, letters, emails, etc. as requested by township officials.
5. Assists Residents With:
 - a- Faxing and Coping
 - b-Landfill Packets
 - c-Tire and Landfill Tickets
 - d-Zoning Permits
 - e-FOIA Requests
 - f-Landfill Applications
 - g-Building and Park Rentals
 - h-Campground Forms

Collects fees and processes paperwork, when required, for the above.

6. Research prices for supplies, orders supplies, and monitors office-supply inventory.
7. Processes applications for building and park rentals.
8. Creates and posts all information notices on the Township outdoor board, inside boards, Post Office outside board, and market.
9. Maintains the Township Master Resident file updating addresses and information.
10. Sends address changes to the assessor.
11. Creates and updates Township forms.

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12. Copies Property Transfer Affidavits, Principal Residence Exemptions and Board of Review forms and distributes appropriately. Send it electronically to the assessor, zoning administrator. File a hard copy in binder. Scan in Y: Drive folder (PTA, PRE, Poverty exempt).
13. Sets up and maintains scheduled calendar events and provides copies to the DPW and the event coordinator.
14. Assists the Clerk with burial arrangements and forms.
15. Maintains the petty cash log and turns over to the Treasurer.
16. Scans and files documents.
17. Provides Notary Public services for the Township.
18. Prepares first time short-term rental applications. Provide packet and fee schedule. Inform Zoning Administrator so an inspection can be scheduled. Once signed by ZA permit can be issued.
19. Prepares short-term rental renewals in October. Send a short-term rental application renewal form with fee amount and a copy of their current permit. When the fee is received, prepare new calendar year permit, have zoning administrator sign, and mail or email to rental owner. Update the STR list.
20. Ability to utilize BS&A to create reports as requested by Township officials.
21. Prepares annual newsletter to mail to all residents. Upload to the website.
22. All other duties as assigned.