



Milton Township

32097 Bertrand St., Niles, MI 49120 Phone (269)684-7262 Fax (269)684-1742
Email: milton@miltontwp.org Website: www.miltontwp.org

Position Title: Secretary
Employment Status: Part-Time
Reports To: Administrative Assistant
Supervisors: Board of Trustee's (5 members)

Secretary Job Summary

As the Township office secretary, you will help ensure that the office runs smoothly and efficiently. Your clerical and administrative support will assist the Administrative Assistant, Elected Officials, and office personnel. You need to be comfortable being the primary point of contact for all manners of inquiries and requests. Other secretarial responsibilities will include organizing and maintaining files, supplies, and equipment. The ideal candidate for the position of secretary can prioritize tasks and is motivated to complete work with minimal supervision. This position is for part-time employment. Secretary office hours are Fridays from 2 pm-5 pm, on-call for Administrative Assistant day's off, and occasional weekend event manager duties.

Secretary Duties and Responsibilities

- Greets visitors, respond to calls, emails, and routine letters; direct inquiries to the appropriate person
- Performs duties for the Treasurer such as accepting and posting tax payments as well as balancing payments at the end of the day
- Maintain and track the inventory of office supplies
- Read township publications and attend workshops to improve skills over time
- Fulfill other secretarial duties as needed

Secretary Requirements and Qualifications

- Professional demeanor and attitude
- Trustworthy, able to respect confidential matters
- Familiarity with office organization techniques
- Capable of multitasking; strong time management
- Well-organized, detail-oriented
- Strong writing ability
- Excellent verbal communication
- Proficient with computers, especially in MS Office
- High school diploma