

## Charter Township of Ironwood Secretary

Responsible for performing diverse administrative assistance and general office support services for Board, Supervisor, Clerk, Treasurer, employees, Assessor, Building Inspector, and customers. Receives and assists walk-in visitors by ascertaining needs, provides positive first impression in explaining Township policies and procedures.

Excellent communication and interpersonal skills to deal effectively with township residents, business people and visitors to the Township Offices; ability to interact with and coordinate activities with departments and the members of the Board of Trustees; may occasionally require dealing with angry citizens/property owners regarding various matters.

Ability to independently organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently.

1. Serves as receptionist, answering telephone calls and greeting walk-in visitors
2. Answers routine inquiries and/or refers to appropriate official.
3. Prepares/types materials such as general correspondence, billings, leases, contracts, and reports from rough draft.
4. Sorts and files correspondence, file cards and so forth.
5. Verifies and files purchase orders
6. Records, files, and forwards Property Transfer Affidavits
7. Records, files, and forwards Principle Residence Exemption Affidavits
8. Records and files all building permits granted, forwards copy to Assessor, and notifies Inspector as applications arrive.
9. Forwards copies of permits, Property Transfer Affidavits, deeds, and Residence Affidavits to Assessor
10. Sorts mail
11. Orders supplies
12. Manages gymnasium rentals, completing rental contracts and maintaining schedule (Clerk oversees)
13. Update address directory
14. Updates all address changes on tax program, special assessment databases, and street light database and forwards same to Equalization, Treasurer, and Administrator for utility/garbage database.
15. Prepares monthly water form for water sample

16. Organizes files and offices as needed
17. Makes copies/faxes for customers
18. Aids in preparation of newsletter
19. Gathers information to be added to township website and distributes to website director
20. Types planning commission minutes and updates minute book, prepares and mails meeting notices.
21. Prepares Special Use Permits, Home Occupation Permits, etc. for Planning Commission
22. Assists Board of Review as needed
23. Assists with Zoning as needed
24. Copies Board agenda packets for Clerk
25. Updates minute book
26. Files vouchers
27. Update voter registration cards
28. Takes minutes at Board meetings in absence of Clerk
29. Maintains files on articles and notices in the Ironwood Daily Globe
30. Updates all cemetery records, records burials in files and on computer

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.