



City of Marine City

Job Title:	Administrative Clerk	Job Category:	Hourly
Department/Group:	Finance Dept./Treasury	Posting Expires:	Open Until Filled
Location:	Marine City, MI 48039	Travel Required:	Local (post office, etc.)
Level/Salary Range:	Dependent on Qualifications	Position Type:	Full-Time
HR Contact:	Nichole Lasecki	Date Posted:	02/28/2023
External Posting URL:	https://www.cityofmarinecity.org/resources/pages/employment-opportunities		

Applications Accepted By:

FAX OR EMAIL:

Treasurer@cityofmarinecity.org

Attn: Finance Director/Treasurer; Admin Clerk

MAIL:

City of Marine City

Attn: Finance Director/Treasurer

260 S. Parker Street

Marine City, MI 48039

Job Description

The Administrative Clerk is responsible for financial and operational duties for the Office of the Finance Director/Treasurer and Building Department. Work to be performed under the general supervision of the Finance Director/Treasurer and Building Official.

SCOPE OF DUTIES, BUT NOT LIMITED TO THE FOLLOWING:

- Scheduled work week: Monday through Thursday, 7:30am to 6:00 pm, with one-half hour (unpaid) lunch hour
- Cover all scheduled vacations, conferences, etc., of City office staff:
 - ✓ To work a full work day (7:30am to 6:00pm) when covering scheduled vacations, conferences, leave time, etc.
- Primary provider for Customer Service in City Offices:
 - ✓ Perform all routine daily office work
 - ✓ Answer telephones
 - ✓ Assist residents with all payments and inquiries
 - ✓ Perform related work, as required
- Accounts Payable - data input of invoices, preparing reports, printing, and mailing checks.
- Assists Deputy Clerk with utility billing as needed
- Purchase Order – data input of requisitions, preparing reports, printing, and mailing purchase orders
- Sort mail daily and distribute to departments
- Open mail for Finance Director/Treasurer and processes all payments
- Orders supplies for all departments as needed
- Handles record retention for the Finance Department
- Handles Mariner Park Pavilion rentals



City of Marine City

- Responsible for creating invoices for permits in the Building Department
- May occasionally assist the City Manager, City Clerk, and City Assessor, as needed

DESIRABLE QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- ✓ Cash handling experience is required
- ✓ Ability to cooperate with fellow employees and the general public
- ✓ Must be able to respect confidentiality and privacy
- ✓ Considerable knowledge of modern office practices and procedures
- ✓ Ability to maintain all records in an efficient manner
- ✓ Experience with BS&A programs is preferred -- utility billing, taxes & building
- ✓ Computer skills are required with knowledge of word processing and spread sheets
- ✓ Two or more years of responsible clerical experience
- ✓ High school or technical school graduate preferably with an Associate's Degree
- ✓ Willing to participate in continuing education, as needed, to meet technological advancement

GENERAL STATEMENT OF DUTIES:

- ✓ The Administrative Clerk is responsible for providing support to the Finance Director/Treasurer and Building Official. Work to be performed under the general supervision of the Finance Director/Treasurer and Building Official
- ✓ Ability to work unsupervised and use own initiative
- ✓ Performance evaluations to be performed by the Finance Director/Treasurer and Building Official

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, or move around the office to assist customers, file, and complete other administrative duties.

Reviewed By:	Nichole Lasecki	Date:	02/28/2023
Approved By:	Jim Heaslip / City Manager	Date:	02/28/2023