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| Job Title: | Administrative Assistant/Utility Clerk | Position Type: | This is a part time, no benefits position. |
| The Water Utility Clerk/Administrative Assistant oversees a variety of responsibilities for the Townships Water/Utilities. The position also provides clerical and other administrative assistance as needed. This position is a bonded representative of the Township and is also a notary public. Hours range from 12 – 20 per week. |
| Applications Accepted Via: |

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| Fax or in office:Fax Number: (906)482-8596Office is located at 48545 Main St. in Dollar Bay. There is a blue drop box outside that is available 24/7. The Office is open Monday – Wednesday from 9:00am – 12:00pm. | Mail Or email:Mail To: Osceola Township PO Box 437 Dollar Bay, MI 49922Email: secretary@osceolatwp.com  |

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| Job Description |
| Role and Responsibilities (Water utility clerk)* Generate and distribute Dollar Bay Water & Tamarack City/Mason Water/Sewer Utility Bills.
* Manage collection of payments for Dollar Bay Water & Tamarack City/Mason Water/Sewer services.
* Compile financial deposits for Dollar Bay Water & Tamarack City/Mason Water/Sewer payment collections as specified by the Township Treasurer.
* Generate and distribute Dollar Bay Water & Tamarack City/Mason Water/Sewer Utility services correspondence relative to service interruptions due to nonpayment or late payment, per Township Water Ordinances.
* Complete reports as necessary for the Dollar Bay Water & Tamarack City/Mason Water/Sewer Utility systems.
* Post expenses, revenues, and other necessary entries to the Dollar Bay Water & Tamarack City/Mason Water/Sewer Utility Computer Databases.
* Generate report to Torch Lake Sewer Authority for payment of Sewer Usage.
* Maintain the organization of Osceola Township Utility documents and records.
* Provide administrative assistance to the Water Superintendent and Elected Officials.
* Other duties as assigned by the Township Board.

Role and responsibilities (administrative assistant)* Provide primary reception services at Osceola Township for visitors, callers, and those seeking assistance of Township Officials.
* Correspond by phone, fax, letter, email, or other means to Osceola Township residents and employees as necessary.
* Receive and distribute incoming mail to appropriate Township employees.
* Assist in maintenance and care of all office equipment which includes but is not limited to, copy machine, computer equipment, and telephones.
* Purchasing of all office supplies.
* Oversee rental usage of Dollar Bay baseball field, Sandy Bottom Pavilion, and Tamarack City Park Pavilion.
* Accept rental payments from renters in units at the Township.
* Contribute to collaborating with other employees to maintain Office space cleanliness.
* Other duties as assigned.
* FOIA Coordinator

qualifications* Skill in operating basic office equipment and technology including computers, word processing, spreadsheet, and database software.
* Knowledge of billing procedures.
* Ability to establish working relationships and use good judgment, initiative, and resourcefulness when dealing with other people.
* Ability to understand and follow oral and written instructions, prioritize demands, and work independently. Ability to communicate effectively, manage multiple tasks, meet deadlines, and adhere to detailed processes and procedures.
* Education/Training: High School diploma, vocation/technical training in work-related field, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
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