

Hartland Township  
JOB DESCRIPTION

<b>Title:</b>	Receptionist	<b>Effective:</b>	08/21/18
<b>Employment:</b>	Regular, Part-Time	<b>Reports To:</b>	Project Coordinator
<b>FLSA Status:</b>	Non-Exempt	<b>Pay Grade:</b>	2

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**Responsibilities**

- Receives, screens and directs telephone calls, visitors and correspondence to appropriate personnel.
- Provides general information, photocopies, and customer service.
- Types, enters data, copies, files, and performs other secretarial tasks as assigned.
- Maintains, organizes and updates files, records and mailing lists.
- Maintains the department's supplies, inventories, and arranges for purchases of supplies.
- Maintains office equipment, including shared printers, copiers and postage machine.
- Draft correspondence, reports, memos, spreadsheets, and web/social media/video posts.
- Assists and serves as back-up for other departmental assistants and clerks, as needed.
- Processes passport applications in accordance with federal law and regulations.
- Provides Notary Public services to the Township, its residents and taxpayers. Performs any other reasonable activities as required by the Township Manager.

**Requirements**

- Working knowledge, skill and manual dexterity for using a computer and job-related software (word processing, desktop publishing, spreadsheets, content management for website/social media/video, etc.).
- Knowledge of general office operations and clerical and secretarial procedures and practices.
- Knowledge of human relation techniques, using tact, patience and courtesy.
- Knowledge and skill in the use of common office equipment.
- Skill in maintaining and updating records, documents and computer files.
- Ability to read, understand and apply the policies and procedures of the Township.
- Ability to obtain and maintain Notary Public and Passport Acceptance Agent designations.
- Basic knowledge and skill in the use of common office equipment and utensils.
- High school diploma or equivalent.
- One year of secretarial or office clerical experience.