

COVERT TOWNSHIP

POLICE AND FIRE/EMS PART-TIME RECORDS CLERK

Under supervision, the Covert Township Police and Fire/EMS Part-Time Records Clerk performs a wide variety of general and/or specialized office support, clerical, and technical work in support of Police and Fire/EMS Departments; collects, indexes, processes, maintains, retrieves, copies, and distributes confidential law enforcement data and information; performs a variety of record keeping functions including processing police reports; receives and provides assistances to the public at the front counter and over the telephone; and provides other support and assistance to other non-sworn functions and activities of the Covert Township Police and Fire Department.

JOB DUTIES:

- Checks and/or compares documents, forms, applications, or other materials for accuracy, completeness, grammar, and format.
- Composes routine correspondence and memoranda in accordance with instruction.
- Collects, sorts, batches, alphabetizes, codes, and/or places in numerical order various documents for filing, storage, or processing.
- Organize, maintains, and/or purges, files, documents, and/or logs.
- Prepares and processes bills, invoices, receipts, statements, checks, and other financial documents.
- Receives and responds to inquiries by providing directions, instructions, promotional material, or other general information or referring such inquiries to the appropriate persons.
- Keeps logs and records of telephone calls, clients or tourists served, and types of services provided.
- Handles and processes mail.
- Performs typing duties incidental to the work.
- Retrieves records, associates with requests or inquiries, and routes to proper persons.
- Upon request, summons emergency services such as police, fire, and ambulance for public assistance.
- Enters, retrieves, updates, verifies, and deletes information from manual and electronic files.
- Operates standard office equipment.
- Performs related work as assigned.
- Pick up and deliver office supplies.
- Retrieves and compiles data and prepares reports.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

- Knowledge of general office practices.
- Knowledge of filing and general record keeping.
- Knowledge of correct English usage and grammar.
- Ability to determine work priorities.
- Ability to meet schedules and deadlines of the work area.
- Ability to communicate effectively.
- Ability to compose clear and accurate routine correspondence and reports.
- Ability to operate standard office equipment
- Making accurate arithmetic calculations.
- Typing or word processing at a rate of 40 net words per minute.
- Must exhibit maturity, professionalism, confidentiality, and the ability to remain focused on tasks, meet deadlines, show initiative, and maintain effective working relationships.
- High degree of competency with all Microsoft Office products.
- Must be able to successfully pass a comprehensive background check.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- **Environment:** Work is performed primarily in a standard office setting and at a public counter with extensive public contact and constant interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Equivalent to the completion of the twelfth grade
- One year of clerical experience that demonstrates a general aptitude for working with the public in a multi-task environment.
- Experience in dealing with the public, particularly in a municipal government setting, is highly desirable.

REQUIRED APPLICATION AVAILABLE AT WWW.COVERTTWP.COM

Please submit resume and application by 4:00 PM, February 11, 2022,

to

Covert Township, Laura Fogarty
P.O. Box 35 • Covert, Michigan 49043

or

via email to
officemanager@coverttwp.com

*Management has the right to add or change these duties of the position at any time.