Part-time Position Available
Clerk II - Assessing

The Township is seeking qualified applicants for the position of part-time Clerk II - Assessing. Serves as Township’s main contact for Assessing, receives forms from the public, updates Oakland County LAMS with property ownership and mailing address changes, submits paperwork to Oakland County Equalization, answers questions from the public, and assists the Supervisor’s Office. Applicants must be able to establish effective working relationships with both the public and other Township departments, and performing a variety of clerical skills. Applicants must have excellent communication skills.

Minimum qualifications include knowledge normally acquired through completion of a high school degree or equivalent, one to two years of general clerical experience, computer skills in word processing, database and spreadsheet applications (BS&A, LAMS, Property Gateway and Laserfiche experience preferred), mental ability to handle pressures when dealing with concerns of the public and contractors, and physical ability to work at a counter and lift boxes of files weighing up to 30 pounds.

Scroll down to review job description.

Starting pay is $16.36 per hour, no benefits. This is a Level 3 Technical Unit union part-time position. Approved applicant must pass a complete physical and drug screening along with background check.

Please submit your cover letter, resume and completed application to the Orion Township Supervisor’s Office, 2323 Joslyn Road, Lake Orion, MI 48360. Position open until filled.

Chris Barnett
Supervisor
Job Title: Clerk II – Assessing
Department: Supervisor’s Office
Reports to: Chief of Staff
Union Affiliation: Technical Unit
Position Level: 3
FLSA Status: Non-Exempt

Job Summary

Under the general direction of the Chief of Staff, performs a variety of Supervisor’s Office administrative support duties and office support activities related to Assessing.

Essential Job Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

1. Serves as the public’s main Township point of contact for Assessing, answering questions regarding assessed values, taxable values, land and building data, and general property information, and directing individuals to Oakland County Equalization as needed.

2. Updates Oakland County LAMS with property ownership and mailing address changes and submits paperwork to Oakland County Equalization, after scanning the paperwork to maintain an electronic copy for the Township’s records.

3. Updates BS&A with the property’s responsible party data.

4. Processes CVT reports weekly.

5. Processes incoming Assessing mail.

6. Coordinates information with the Treasury Department regarding updated mailing addresses for tax bills when needed.

7. Professionally greets and assists the public over the phone and at the counter, assisting with answering general Township inquiries and directing individuals to the appropriate department as needed.

8. Perform a variety of clerical and administrative tasks and supports the Supervisor’s Office with filing, research, processing of invoices, data entry and reporting, communications, and budget preparation.

9. Assists Administrative Assistant with Special Assessment Districts as needed.
10. Performs other duties as assigned.

### Job Qualifications

1. The job requires knowledge normally acquired through the completion of a high school degree or equivalent.

2. One to two years of general clerical experience.

3. Interpersonal skills necessary to communicate with other Township personnel in the exchange of information and to effectively communicate with the general public in situations requiring tact and patience.

4. Computer skills necessary to effectively utilize word processing, database, and spreadsheet software applications. BS&A, LAMS, Property Gateway, and Laserfiche experience preferred.

5. Mental ability to handle pressures related to dealing with the concerns of the general public and contractors.

6. Mental ability to handle monotonous job tasks at times.

7. Physical ability to work at a counter when assisting the general public, sit for extended periods of time, and lift boxes of files weighing up to 30 pounds.

### Working Conditions/Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Ability to share office space and potential low level of noise associated with an open office concept and floor plan.

_I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management retains the right to change this job description at any time._

______________________________  ______________________
Employee Signature              Date

______________________________  ______________________
Department Head/Immediate Supervisor Signature  Date

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. This document is not intended to be a contract between the employee and the employer.
Orion Township is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, height, weight, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

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