

**VACANCY NOTICE**

The following position is available. For full consideration, all interested and qualified candidates should apply by submitting a letter of application and resume' to **Sue Warren, Director of Human Resources/Labor Relations, City of Burton – 4303 S. Center Rd., Burton, MI 48519.**

**Receptionist**

**REPORTS TO:**

Mayor or Mayor's designee

**QUALIFICATIONS:**

- High School Diploma or equivalent
- Possess and maintain a valid Driver's License issued by the State of Michigan
- Must have reliable transportation
- Must be in good physical condition
- Minimum of 1 year of clerical experience

**SKILLS:**

- Proficient in use of personal computers, copiers, fax machines, calculators
- Proficient in computer software programs, i.e., Microsoft Office Products Word, Excel, Publisher, Outlook, PowerPoint; BS&A
- Intermediate typing skills with an ability to type 45 words per minute
- Ability to use independent judgment and to manage confidential information
- Ability to effectively communicate with a wide variety of individuals and constituencies
- Ability to work effectively in a team environment
- E-mail, mail merge, filing skills
- Proficient written and verbal communication skills
- Maintain professional appearance and attitude at all times

**DUTIES AND RESPONSIBILITIES:**

**Including and not limited to:**

- Answering phones and greeting visitors to the City along with general clerical duties.
- Assist residents with burn and dump permits, garbage issues, and various constituent concerns.
- Open/Close City Hall – Lock/Unlock elevator.
- Direct residents to proper Departments.
- Supply recycle bins to residents on request.
- Sort and distribute mail each day in the Mail/Copy machine room.
- Performs other duties as assigned, and may be required to assist and/or fill in for absences in other Departments.

**WORK ENVIRONMENT**

The employee must be able to work in a high traffic area with multiple disruptions. Must be professional in appearance and attitude at all times. Must be able to work on projects with minimal supervision.

**TERMS OF EMPLOYMENT**

Work year, wages, and benefits as outlined in the Collective Bargaining Agreement with the City of Burton and AFSCME Local 1918.09.

Wage range will be \$11.31/hr. - \$16.15/hr.

Work schedule will be **Monday – Friday 8:00 a.m. to 5:00 p.m.**

**Evaluation/Performance Measurements**

Criteria for performance include, but are not limited to:

- Attendance record
- Human interactions
- Equipment, machinery, materials, and tool utilization
- Verbal, mathematical aptitude as required by job duties
- Participation in specific training or workshop opportunities
- Production and efficiency related to job duties