



CHARTER TOWNSHIP OF WHITE LAKE

JOB POSTING SECRETARY

Applications are being accepted for a Secretary position. The annual salary range is \$46,114 - \$49,392 and includes generous health insurance benefits, paid time off and holidays. This is a full-time position in the Assessing Department.

This position will provide support to the Assessing Department by delivering courteous and efficient customer service in support of the department's operations. Primary responsibilities include answering customer and resident questions and problem resolution, principal residential exemptions, document imaging and retrieval, record keeping, and preparing correspondence and other clerical functions. Some administrative experience and experience with Laserfiche is helpful.

This position requires two or more years of customer service in an office environment or working with the public. Strong oral and written communication skills are necessary. Proficiency in Excel, MS Word and Outlook required. A high school diploma or equivalent is required.

To apply send cover letter, resume and application to White Lake Township Attn: Human Resources at 7525 Highland Rd. White Lake, MI 48383. Applications and a complete job description can be found on the White Lake Township Web Site www.whitelaketwp.com.

White Lake is an equal opportunity employer – M/F/D/V.

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