

Rik Kowall, Supervisor  
Anthony L. Noble, Clerk  
Mike Roman, Treasurer



Trustees  
Scott Ruggles  
Steve Anderson  
Andrea C. Voorheis  
Liz Fessler Smith

## WHITE LAKE TOWNSHIP

7525 Highland Road, White Lake, MI 48383

### **DPS SECRETARY JOB POSTING**

The Charter Township of White Lake is accepting applications for a full-time **Secretary in the Department of Public Services**.

This employee performs a variety of functions to support the daily activities of the department including administrative support for utility operations of water and sanitary sewer, and maintenance services. The Secretary will provide customer service to residents and customers, assisting residents and business owners with a wide variety of inquiries.

This position will assist with the preparation of water and sewer bills and assist with the coordination of special assessment district information in addition to a variety of other tasks related to the operations of the department.

Two or more years of customer service in an office environment or working with the public is required. Familiarity with the principles of record keeping, document imaging, bookkeeping, office management and administration is desired. Familiarity with Laserfiche, automated meter reading systems and BS&A is also a plus.

The annual salary starts at \$57,289 with a comprehensive benefit plan, including health insurance, optical, dental and life insurance. White Lake Township has a defined benefit pension plan and paid time off for holidays and vacation. To apply send cover letter, resume, application and certifications to White Lake Township Human Resources

**Applications will be accepted until filled. Please submit to:**

**Robin Myers, HR Generalist**

**[rmyers@whitelaketwp.com](mailto:rmyers@whitelaketwp.com)**

White Lake Township Human Resources Office  
7525 Highland Rd., White Lake, MI 48383

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

Posted 9/5/2025