

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, Michigan 48383-2900 • (248) 698-3300 • [www.whitelaketwp.com](http://www.whitelaketwp.com)

### INTERNAL EMPLOYEE POSTING Secretary – Assessing Department

Under the supervision of the Township Assessor, the **Assessing Secretary** provides administrative and customer service support to the **Assessing Department** and other assigned areas. Responsibilities include assisting residents and visitors, answering phones, preparing correspondence and Board of Review reports, maintaining office files, and supporting daily operations. The position also involves processing Principal Residential Exemption (PRE) updates, entering ownership and assessment data into LAMS, scanning and filing records, and assisting with special projects, including Special Assessment District setup and billing.

This is a union-represented non-exempt position, starting wage at \$59,007. Qualified candidates must have a high school diploma or equivalent and at least two years of customer service experience in an office or public-facing environment. Strong communication, organizational, and multitasking skills are required, along with proficiency in Microsoft Word, Excel, and Outlook. Candidates should demonstrate accurate data entry skills, strong interpersonal abilities, and familiarity with office procedures and recordkeeping. Experience with BS&A and Laserfiche is preferred. The selected candidate must be able to obtain MCAT certification within one year of hire.

**Please submit your resume, application, and cover letter electronically to:**

Robin Myers, HR

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

Applications will be accepted until the positions are filled. Applications and a complete job description can be found on the White Lake Township Web Site:

[www.whitelaketwp.com](http://www.whitelaketwp.com)

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

5/6/2026