



CHARTER TOWNSHIP OF WHITE LAKE

EXECUTIVE SECRETARY TO THE CHIEF OF POLICE

The Township of White Lake is accepting applications for Executive Secretary. This position will report directly to the Chief of Police, but may also provide secretarial support to other command officers. This position will be required to prepare confidential communications and exercise considerable personal judgment, professionalism and proficiency in secretarial and office management skills.

Responsibilities include but are not limited to preparing correspondence, policy memos and personnel documents, and compiling data for special reports and spreadsheets. This employee will also be involved in coordinating and attending the Citizens Academy. Other essential duties include answering phone calls, greeting visitors, scheduling appointments, preparing timesheets and processing new employee identification badges.

This applicant must be self-directed and have excellent communication skills, a minimum of four (4) years practical experience in municipal administration or a bachelor's degree. Applicant must be proficient in Microsoft Word, Excel, and Outlook. Quick Book experience is preferred.

The salary range is \$51,669 - \$54,848, plus a comprehensive benefit plan including health, dental, optical and life insurance benefits, a flexible spending plan and an Employee Assistance Program. There is also a pension plan and generous paid time off including 14 paid holidays.

Applications will be accepted until the position is filled. Please submit application, letter of interest and resumes to White Lake Township Attn: Human Resources, 7525 Highland Rd. White Lake, MI 48383. Applications and a complete job description can be found at <https://www.whitelaketwp.com/jobs> .

White Lake Township is an Equal Opportunity Employer – F/M/D/V

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