



**CHARTER TOWNSHIP OF WHITE LAKE
DEPARTMENT OF PUBLIC SERVICES
SECRETARY**

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 starting salary is \$46,114 plus a comprehensive benefit plan including health, dental, optical and life insurance.

Applications may be obtained from the White Lake Township website at <https://www.whitelaketwp.com/jobs>.

Application deadline is July 1, 2021, by 4 P.M. Applications and resumes must be submitted to White Lake Township, Attn: Human Resources at 7525 Highland Road, White Lake, Michigan 48383.

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

Posted 6/17/2021