



CITY OF
Sturgis
MICHIGAN

We're Hiring!

Administrative Assistant

Under the supervision of the Community Development Director, provides services and performs a variety of clerical functions for department staff. Must exercise a high level of confidentiality with ability to perform data entry, word processing, and record keeping functions in a multitasking environment. Prepares billing statements for plan reviews, permits, property maintenance, building inspections, and other services as required.

Essential Functions

Answers telephones and greets walk-in citizens * Coordinates administrative functions of the department * Prepares billing statements and monitors payment records * Coordinates schedules for property maintenance and building inspections * Assists customers, realtors and lenders with inquiries regarding the assessment and tax status of properties * Provides information to residents, developers, and builders on code requirements * Reviews permit applications for compliance and completion * Enters information computer system, generating information for patrons, construction operations, Zoning Board of Appeals, Planning Board, and Housing Project Review Committee * Prepares monthly reports * Assists maintaining departmental filing systems * Orders and stocks departmental supplies * Achieves proficiency in computer software programs that apply to the City's administrative functions *(This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.)*

Employment Qualifications

Education: High School graduation or equivalent with additional related coursework or experience with knowledge of spreadsheet software and data processing systems.

Experience: Two years of office experience which include data processing and Microsoft Office programs, with experience in building, planning, or zoning department is preferred but not required.

Other Requirements

Must have knowledge and ability to use office equipment * Requires continual attention to detail * Ability to understand and follow complex oral and written instructions * Ability to perform basic math skills * Ability to exercise a high level of confidentiality * Ability to communicate effectively and diplomatically with department managers, employees, and the public * Must be mature, dependable, conscientious, well organized and apply common sense *(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotion criteria.)*

FLSA Status Non-exempt

Physical Requirements

Ability to enter and retrieve documents from office files * Ability to enter and retrieve information from the computer * Reaching and pulling to retrieve plans and other documents * Ability to operate copier, fax, and other office equipment * Ability to reach, lift and carry items weighing up to 25 lbs. * Works in office conditions with occasional outside requirement, with sources sometimes unfavorable, and under high periods of activity with multiple tasks. The employee is expected maintain an appearance and demeanor that demonstrates the professionalism of the City and the employee's commitment to public service keeping with the image of a professional organization.

Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.
or via email to: dnorthrup@sturgismi.gov Applications are available at City Hall
or on our website at sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.