

# Hartland Township

## Job Description

**Job Title:** Receptionist – Part Time  
**Pay Rate:** Grade 2 (\$16.00 – \$24.50)  
**Work Schedule:** Monday through Thursday, 8:30 a.m. – 4:00 p.m.

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### Position Summary

The Receptionist provides the initial contact for customers and visitors to Township Hall. This position greets and provides customer service and clerical support for the Township through the reception function including, but not limited to, telephone and reception duties, handling mail and email, assisting visitors and providing information regarding Township departments or functions, passport processing, notary services, and other general information to the public.

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### Primary Responsibilities

Receives, screens and directs telephone calls, visitors and correspondence to appropriate personnel.

Provides general information, photocopies, and customer service.

Types, enters data, copies, files, and performs other secretarial tasks as assigned.

Maintains, organizes and updates files, records and mailing lists.

Maintains the department's supplies, inventories, and arranges for purchases of supplies.

Maintains office equipment, including shared printers, copiers and postage machine.

Draft correspondence, reports, memos, spreadsheets, and web/social media/video posts.

Processes passport applications in accordance with federal law and regulations.

Provides Notary Public services to the public.

Performs any other reasonable activities as required by the Township Manager.

### Job Qualifications

Working knowledge, skill and manual dexterity for using a computer and job-related software (word processing, desktop publishing, spreadsheets, content management for website/social media/video, etc.).

Knowledge of general office operations and clerical and secretarial procedures and practices.

Knowledge of human relation techniques, using tact, patience and courtesy.

Knowledge and skill in the use of common office equipment.

Skill in maintaining and updating records, documents and computer files.

Ability to read, understand and apply the policies and procedures of the Township.

Ability to obtain and maintain Notary Public and Passport Acceptance Agent designations.

Basic knowledge and skill in the use of common office equipment.

High school diploma or equivalent.

One year of secretarial or office clerical experience.

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### **Additional Responsibilities**

Attend required and optional continuing education and training to obtain and maintain certifications related to notary services, passport processing, and any other job-related training.  
Perform other duties as assigned in support of the Clerk's Office.

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### Disclaimer

This job description outlines the general responsibilities and qualifications for the position and is not intended to be a comprehensive list of all duties that may be assigned.

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### Application Process

To apply, please submit a resume and completed application to:

Larry N. Ciofu  
Township Clerk  
Hartland Township  
2655 Clark Rd.  
Hartland, MI 48353  
Email: [clerk@hartlandtwp.com](mailto:clerk@hartlandtwp.com)