



Supervisor: Kenneth R. Fletcher
Treasurer: Howard Pizzo
Clerk: Mary R. Clark
Trustees: Andrea M. Cascarilla, Dennis R. Fedewa, Karen J. Mojica, Deana M. Newman

Manager's Office

(517) 323-8590

J O B P O S T I N G

Position: **DEPARTMENT ASSISTANT**

Department: Building

Date Posted: December 16, 2016

Deadline to Apply: January 6, 2017

Salary Range: \$38,235.44 - \$45,882.51

Pay Grade: Full-time PG 4

The Manager's Office is accepting applications for the position of a full-time Department Assistant in the Building Department.

Under the supervision of the Building Director and other staff members as assigned, performs a variety of clerical and administrative tasks to support department operations. Responds to citizen inquiries, types correspondence, processes paperwork, maintains department files and records, and may perform specialized administrative tasks. Receives and issues permits as allowed by ordinance

This position requires completion of a high school education or equivalent. Additional education or training with course work in business, word processing, or office management as received at a technical school or college is desired. A minimum six months experience in a municipal setting is highly desirable. Proficiency in computer software including all Microsoft products is required; knowledge and experience with BS&A software is highly desirable. This position requires excellent customer relations skills.

Qualified applicants interested in applying for the position may submit an application and/or resume to Linda Wells c/o Manager's Office, Delta Township, 7710 W. Saginaw Hwy., Lansing, MI 48917 or via email to lwells@deltami.gov or fax to 517-327-1703 by **5:00 p.m. on Friday, January 6, 2016.**

It is the policy of Delta Township not to discriminate against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, or gender identity/expression. The following person has been designated to handle inquiries regarding the non-discrimination policies: Linda Wells, Human Resources Generalist, 7710 W. Saginaw Hwy., Lansing, MI 48917 (517) 323-8590.