

HURON CHARTER TOWNSHIP

TREASURY CLERK PART TIME JOB DESCRIPTION

This position will be performed under the general supervision of the Township Treasurer and the Township Deputy Treasurer. Hours of work will be determined by the Treasurer, not to exceed an average of 29 hours per week.

GENERAL DUTIES: This position will be performing aspects of the Township's payroll, payment processing, and customer service.

Assisting the Treasurer and the Deputy Treasurer, as well as other employees of the Township upon request.

QUALIFICATIONS: Computer knowledge, ability to analyze and interpret general business practices, ability to write and compute reports, correspondence and effectively present information to department heads, fellow employees, residents and the general public. High School Diploma and six to twelve months related experience.