



## **CHARTER TOWNSHIP OF WHITE LAKE ASSESSING SECRETARY**

The Township of White Lake is accepting applications for Assessing Secretary. This position will provide support to the Assessing Department by delivering courteous and efficient customer service in support of the department's operations. Primary responsibilities include answering customer and resident questions and problem resolution, principal residential exemptions, document imaging and retrieval, record keeping, and preparing correspondence and other clerical functions. Some administrative experience and experience with Laserfiche are helpful.

This is an excellent opportunity to learn and develop a career within local municipal assessment administration. Educational opportunities will be provided as well as hands-on learning. The MCAT certification will be required within the first year of employment.

Compensation and Benefits: This is a MAPE union position, salary range is \$55,891 - \$59,812. Benefits include:

- BCBS health insurance.
- Dental and optical insurance.
- Life Insurance.
- MERS defined benefit Pension Plan.
- Optional 457 Plans with 2% matching.
- Flexible Spending Account.
- Employee Assistance Program with Mental health benefits.
- Voluntary employee paid benefits.
- Generous paid time off and 14 holidays.

This position requires two or more years of customer service in an office environment or working with the public. Strong oral and written communication skills are necessary. Proficiency in Excel, MS Word and Outlook required. A high school diploma or equivalent is required.

To apply send cover letter, resume and application to White Lake Township Attn: Human Resources at 7525 Highland Rd. White Lake, MI 48383. Questions can be directed to Human Resources at 248.698.3300. Applications and a complete job description can be found on the White Lake Township Web Site: <https://www.whitelaketwp.com/jobs> .

White Lake is an equal opportunity employer – M/F/D/V.