

REDFORD TOWNSHIP EMPLOYEES' CIVIL SERVICE COMMISSION

15145 BEECH DALY ROAD
REDFORD, MICHIGAN 48239
(313) 387-2760
FAX (313) 387-2711
www.redfordtwp.com

COMMISSIONERS
Duane Gregg
Vacancy
Vacancy

CONFIDENTIAL ASSISTANT

The Charter Township of Redford Employees' Civil Service Commission is accepting applications for the full-time position of **CONFIDENTIAL ASSISTANT - CLERK'S OFFICE**.

SALARY: \$46,283 - \$57,801, depending on experience

SEE ATTACHED JOB DESCRIPTION FOR WORK DETAILS AND EDUCATION AND EXPERIENCE REQUIREMENTS.

Completed applications along with diploma or GED only will be considered. Resumes will NOT be considered.

You may download an application from our website, www.redfordtwp.com. Submit completed applications, **along with a copy of your diploma or GED** to:

REDFORD TOWNSHIP PERSONNEL OFFICE
15145 BEECH DALY ROAD
REDFORD, MICHIGAN 48239
313-387-2760

We are currently closed to the public, so please email or mail your applications to the above address.

If you'd like to drop an application off, you must call ahead and make an appointment.

POSTING IS OPEN UNTIL FILED

The Charter Township of Redford is an equal employment opportunity employer

March 12, 2001

REDFORD TOWNSHIP EMPLOYEES'
CIVIL SERVICE COMMISSION

CONFIDENTIAL ASSISTANT

General Description

Employees in this classification are under the direction of the township supervisor or clerk. In addition to performing responsible and varied clerical work employees in this class at the direction and under the supervision of the township supervisor or clerk provide assistance for the township's litigation. Such assistance shall include but is not limited to clerical support for the township's pending litigation, contract negotiations and administration for; labor, goods, and services.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following duties, responsibilities, tasks, knowledge, skills and other characteristics. This list of Duties and Responsibilities is ILLUSTRATIVE ONLY, and is not intended to be considered a comprehensive listing of all functions and tasks performed by positions in this class.

Duties and Responsibilities

Prepare and author confidential communications for and on behalf of the above listed officials.

Assist other department heads and appointing authorities with confidential work.

Compile records and other information for litigation, contract negotiations and personnel matters.

Set up the following meetings: regular, closed, special, public hearings, and study sessions.

Transcribe and then prepare the meeting minutes.

Prepare postings, agendas and newspaper notices.

Supervise others in the office or department as required.

Set up filing systems, pull and re-file documents and maintain accurate records as required.

Other duties may be assigned from time to time as the need arises.

Experience and Education Requirements

Graduation from high school or possess a general educational development certificate (G.E.D.). Minimum of five years of experience as a Departmental Secretary III or equivalent. Keyboarding ability of at least 70 words per minute. Proficient in the use of the department's current software.