

Green Oak Charter Township – Police Department

Police Interim General Clerk Description

Skills required

- 1) Ability to receive and introduce visitors.
- 2) Operation of: Telephone, Dictaphone, police radio, typewriter, LEIN, computer, calculator (based on limit of experience).
- 3) Clerical skills: typing, filing, computer word processing, computer reports, computer-spread sheets.
- 4) Letter writing ability to answer routine correspondence.
- 5) Basic math skills, knowledge of Business English, spelling skills and legible handwriting.
- 6) Must be able to work independently with minimum supervision, respond to written and oral instructions, have reasonable knowledge or experience in office practices and procedures, and be able to meet deadlines.
- 7) Ability to establish and maintain satisfactory working relationships with the public and other employees; use good judgment, tact and courtesy.
- 8) Ability to maintain confidential: legal matter, data, reports, and information required for investigative purposes and procedures.

Duties

An employee may be called upon to do any or all of the following. These examples do not include all the tasks that the employee may be expected to perform.

- A) Make posting, reconciliation, and balances of clerical records according to standard procedures not requiring technical knowledge of bookkeeping.
- B) Prepare simple reports involving tabulation of the posted data, and simple arithmetic calculations.
- C) Complete data on standard office report forms, reports, correspondence, or other records.
- D) Sort, check, and file vouchers, reports, cards, charts, and materials by numerical, alphabetical, or other predetermined classifications. Organize fuel receipts by date.
- E) Type correspondence and reports from rough drafts or Dictaphone (based on limit of experience).
- F) Personally compose routine replies to correspondence.
- G) Assist in processing routine requisitions.
- H) Answer phone, direct phone calls, answer inquiries within limits of experience and confidentiality.
- I) Pleasantly greet visitors and direct them to the appropriate person.
- J) Inventory and order office supplies.
- K) Maintain confidentiality of information and investigations.
- L) Complete tasks in a reasonable amount of time.

M) Fingerprint applicants and court ordered defendants.

Physical Requirements

1. Reaching. Extending hand(s) and arm(s) in any direction.
2. Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Grasping. Applying pressure to an object with the fingers and palm.
4. Sitting. General office position that requires sitting for extended periods of time.
5. Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
6. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
7. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
8. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
9. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
10. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Experience/Education

- Candidates should have achieved a minimum high school diploma, associates or bachelor's degree preferred.
- 5+ Years of fast paced administrative and customer service experience
 - Customer service experience over phone & in person



Green Oak Charter Township
10001 Silver Lake Road, Brighton MI 48116
810-231-1333 Fax 810-231-5080

Employment Application

Position: _____

Last Name: _____ First Name: _____ Middle Initial _____
Address: _____ Are you at least 18 years old? Yes No
City: _____ ST _____ Zip: _____ Home. Phone #: _____
E-mail Address: _____ Cell Phone #: _____
Emergency Contact: _____ Phone: _____ Relationship: _____

Have you ever been convicted of any crime, or plead guilty, no contest to nolo contendere to any crime, other than a minor traffic violation?* (if Yes, please explain): Yes No
Explanation (include date & charge): _____

(Add additional sheet if necessary)
Are there any felony or misdemeanor charges pending against you at this time?* Yes No
* A criminal record or charges presently pending against you will not necessarily be a bar to employment but is reviewed on a case by case basis for the position applied for.

Have you previously worked for Green Oak Charter Township? Yes No
Where? _____ When? _____
Are you currently employed? Yes No May we contact your present employer? Yes No
Date you can start: _____ Salary desired: _____

EMPLOYMENT HISTORY

1. Company _____ City/State _____ Phone: _____
Title _____ Job Description _____ Supervisor _____
Dates: _____ To _____ Reason for Leaving _____ Starting Pay _____ Ending Pay _____

2. Company _____ City/State _____ Phone: _____
Title _____ Job Description _____ Supervisor _____
Dates: _____ To _____ Reason for Leaving _____ Starting Pay _____ Ending Pay _____

3. Company _____ City/State _____ Phone: _____
Title _____ Job Description _____ Supervisor _____
Dates: _____ To _____ Reason for Leaving _____ Starting Pay _____ Ending Pay _____

PROFESSIONAL LICENSE OR MEMBERSHIPS*

Type of License(s) Held: _____

Expiration Date(s): _____

Driver's License Number*: _____ Type: _____

Expiration Date(s): _____

Other Professional Memberships: _____

* You need not disclose membership in a professional organization that may reveal information regarding race, color creed, gender, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.

* Only include if the position you are applying for requires a current, valid drivers license.

PROFESSIONAL SKILLS AND/OR CERTIFICATIONS

Skills: _____

Certifications: _____

PROFESSIONAL REFERENCES

Name: _____ Company/Position: _____

Phone: _____ Email: _____

Name: _____ Company/Position: _____

Phone: _____ Email: _____

Name: _____ Company/Position: _____

Phone: _____ Email: _____

I certify that all information furnished on this application is true, complete, and correct. I understand and agree that any falsification, misrepresentation, misleading statement or omission of fact on either this application or during the pre-hire process (including falsification of information on a submitted resume) will be sufficient reason for my not being offered employment or to be dismissed at any time from Green Oak Charter Township if employed. I also understand that if offered employment, it will be "at-will", where my employment and compensation is for no definite period and may be terminated at any time by me or Green Oak Charter Township with or without cause and without previous notice. I acknowledge that no township employee has the power to enter in agreement for employment for any specified amount of time, or to make any agreements contrary to any of the above unless it is in writing and authorized by the Township Board. As a condition of employment, I agree to a 180-day statute of limitations for all employment-related claims.

Applicant Signature: _____ Date: _____

PRINT USING TWO-SIDED FORMAT