



# JOB POSTING

The City of Traverse City Office of Human Resources

Announcement No. 23-030

November 21, 2023

**INTERNAL/EXTERNAL POSTING**  
**ADMINISTRATIVE SPECIALIST**  
**CLERK DEPARTMENT**  
**GME-CT Grade Classification 6**

Under the direct supervision of the Deputy City Clerk and general supervision of the City Clerk. Provides exceptional customer service to internal and external customers. Performs an extensive range of administrative functions related to the daily activities of the City Clerk's Office, which serves as the operations office for the city. Provides support services for the City Clerk and also to the Deputy City Clerk as necessary. Facilitates a variety of tasks which require strict adherence to detailed policy, timelines, procedures and synthesis skills, and frequent changes in priorities. Serves as back-up to the Deputy City Clerk, Communications Manager and Licensing and Election Specialist as necessary. The responsibilities of the position require interpretation, basic understanding of, and ability to research local ordinances, policies and state laws. Must be able to hold great attention to detail and synthesize information in the midst of interruptions and multiple tasks.

This is a full-time union position. Starting Pay is \$22.41 per hour with a competitive benefits package including the following: Automatic raises at 6 months, 1 year, 18 months, 2 years, & 3 years, defined benefit pension (1.5% multiplier), deferred 457 retirement program (6% employer contribution), 11 paid holidays, 3 types of paid time off banks, health insurance, health savings account, health care savings plan (retiree medical expenses), life insurance, dental & vision insurance.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- ✓ Associates Degree or equivalent in a related field necessary to maintain ability and skills, Bachelor's Degree preferred.
- ✓ A minimum of three years of related experience.
- ✓ Obtain and maintain election official accreditation through the Michigan Bureau of Elections within one year of hire.
- ✓ Valid notary public designation within one year of hire.
- ✓ Working knowledge of and ability to perform basic office procedures.
- ✓ Advanced knowledge of and ability to use a personal computer and related software programs to prepare reports, maintain records, search for and compile data.
- ✓ Ability to coordinate and manage multiple priorities and shift gears based on assignments.
- ✓ Ability to maintain concentration and focus with numerous interruptions.
- ✓ Ability to establish and maintain positive and effective working relationships with staff and represent the Department/City in a positive, courteous, professional and friendly manner with all internal and external customers at all times.

Please submit a completed application online at <https://www.traversecitymi.gov/jobs/>.

Internal applications are due by **5:00 PM Tuesday, November 28, 2023**

**Traverse City is an Equal Opportunity Employer**