



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212
Telephone 313-800-5233

Treasurer's Clerk – Full-Time (Grade 6)

An Equal Opportunity Employer

The City of Hamtramck has an opening for a full-time Clerk in our Treasurer's Office.

Job Description Summary:

Under general supervision from the Treasurer, the Clerk is responsible for proper receipting of all monies submitted to the Treasurer's Office, cash handling, general customer service, and other related tasks as assigned. The office is located in City Hall at 3401 Evaline Street, Hamtramck, MI 48212 and the position reports to the Treasurer. Position will be 40 hours per week, Monday–Friday 8:00am – 4:00pm, with overtime as needed.

Essential Duties and Responsibilities:

- Assists in cash receipting of public funds payable to the City including all taxes, licenses, fines, utility payments, intergovernmental revenues, and special assessments; provides a receipt to every customer.
- Acts as primary cashier – take all city payments, property taxes, income taxes, water bills, building permits at the cashier window. Balance cash drawer at the end of the day and run reports for Treasurer.
- Open office, safe, set up cash drawers and computers.
- Process, input and record online and drop box payments.
- Process incoming and outgoing mail.
- Answer calls for the Treasurer's Office.
- Business Licenses – approvals and denials for Treasurer's Office.
- Process daily and monthly reconciliations for the Treasurer and CFO.
- Filing – returned checks, receipts and daily paperwork.
- Provides excellent customer service.
- Greets and directs visitors as necessary.
- Provides information over the counter, telephone, and email to the public as necessary
- Operates standard office equipment including a computer terminal for the purpose of entering and retrieving data.
- May be requested to work overtime and weekends for special program events.

Knowledge, Skills, and Abilities:

- Working knowledge of basic accounting principles
- Ability to perform arithmetic computations accurately and quickly
- Ability to operate a personal computer and utilize a computer-based accounting system, word processing, and spreadsheets
- Well-developed communication skills, highly organized
- Ability to establish successful working relationships with colleagues and customers
- The successful candidate will be outgoing, friendly, inclusive, calm under pressure, and detail-oriented.

Requirements:

- High School Diploma or GED required
- Minimum of one (1) year of responsible office/clerical experience
- Experience working with BS&A government software is desired
- Please note: preference will be given to bilingual candidates. Candidates who can read/write/speak multiple languages are strongly encouraged to apply.

Physical Demands:

- Must be able to remain in a stationary position 90%
- Constantly operates a computer and other office machinery, such as a calculator, copy machine, and computer printer

Application Process: Download applications at <https://hamtramck.us/wp-content/uploads/2017/05/EmploymentApplication.pdf>. Return completed applications in person to the City of Hamtramck City Clerk's office, 3401 Evaline, 1st Floor, Hamtramck, MI 48212 or email to hr@hamtramckcity.com. Applications are due by September 11, 2020.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.