

# Michigamme Township

## RECEPTIONIST

### JOB DESCRIPTION:

Work is assigned by Township officials and should be accomplished in the time allotted. Performance is evaluated through observation, review of assigned work and in compliance with established safety guidelines and policies.

### EDUCATION:

High school diploma or equivalent

### QUALIFICATIONS:

Knowledge of computer software, i.e. Quickbooks and Word.

Ability to search the internet.

### PHYSICAL DEMANDS:

The described are those that must be met by an employee to perform the essential functions of this job. The employee must occasionally lift and/or move up to 50 pounds or more.

### GENERAL DUTIES:

Answer phone, assists callers and route messages.

Pick up, open and sort mail. Deposits outgoing mail at Post Office daily

Receives sewer payments and enter into Quickbooks.

Provide forms and collects campground fees.

Assist residents with faxing and copying

Assist residents with landfill packets, collects payments and faxes authorized landfill applications to landfills.

Sell Landfill tickets

Hands out FOIA applications upon request.

Research prices for supplies

Take applications for building and park rents.

Create and post all meeting notices

Maintain resident Master file.

Access BS&A assessing software to provide data to realtors.

Type draft policies

All other duties as assigned.

vacant, *Supervisor*  
*Kathi Hanson, Clerk*  
*Laura Mattson, Treasurer*

PO Box 220  
Michigamme, MI 49861  
Phone: 906-323-6608  
Fax: 906-323-6344

*Kay Frisk, Trustee*  
*Don DeRoche, Trustee*

# NOTICE OF VACANCY

## MICHIGAMME

### Receptionist

NOTICE IS FURTHER GIVEN THAT:

An unscheduled vacancy has occurred in the Michigamme Office.

Applications are available at the Michigamme Township Office, 202 W. Main Street during business hours. Submit completed applications to the Michigamme Township Office by Wednesday, September 25, 2024. For further information or an application, please contact the Michigamme Township office at (906)-323-6608.

Kathi Hanson, Clerk  
Posted: September 10, 2024

*Michigamme Township is an Equal Opportunity Provider and Employer*

