



**NON-BARGAINING UNIT JOB POSTING**

**MAXIMUM NUMBER OF OPENINGS: 1**

**POST: Internal/External**

**DIVISION: Corporate Secretary**

**CLASSIFICATION: Department Administrative Assistant**

**MARKET RATE: Customer Service & Office 3-4**

**APPLICATION DEADLINE:**

**GENERAL SUMMARY OF DUTIES:**

This position takes direction from the BWL Corporate Secretary, and is responsible for various clerical functions as assigned. Functions include, but are not limited to, a combination of recordkeeping, data entry, report generation, office machine operation, filing, supply ordering, and visitor and meeting room coordination. The Department Administrative Assistant may serve as Acting Corporate Secretary in times of need.

**ESSENTIAL FUNCTIONS:**

- Accesses and maintains highly sensitive confidential records, including employment and litigation records.
- Answers telephone, gives information to callers, takes messages, or transfers calls to appropriate individuals.
- Opens incoming mail, routes mail to appropriate individuals and answers routine correspondence.
- Maintains calendar, coordinates conferences and meetings, and schedules appointments.
- Greets and welcomes visitors, determines nature of business, and escorts visitors to appropriate person or location.
- Prepares meeting rooms.
- Compiles and maintains lists, records, meeting minutes, and statistical reports.
- Orders and distributes supplies.
- Operates office equipment such as business phone, PC, photocopier, and scanner.
- Proofreads records, documents, reports, and files.
- Employs relevant software for data entry and retrieval.
- Provides notary services.
- Manages office documents while maintaining and supporting BWL document management program and records retention policy.
- Conducts P-Card reconciliation and tracking.
- Transcribes recordings of various meetings.
- Compiles reports.
- Organizes and maintains legal files.
- Serves as Acting Corporate Secretary during times of need.
- Performs other departmental tasks as assigned.
- Required to follow BWL Safety Manual and wear required personal protective equipment.
- Attends training for safety awareness or skills improvement as required by supervisor, BWL or governmental agency such as MIOSHA.

**JOB SPECIFICATIONS:**  
 ▪ KNOWLEDGE  
 ▪ SKILLS  
 ▪ ABILITIES

Associate's degree or equivalent in business, English, writing, or related discipline. Excellent oral and written communication skills. One year of clerical experience. Computer skills including proficiency in Microsoft Office. Notary Public within 30 days of hire. Must pass standardized testing in basic clerical functions. Must maintain accuracy, confidentiality, and punctuality. Must have a valid Michigan driver's license with acceptable driving record. Bachelor's degree or equivalent preferred. Working knowledge of Parliamentary Procedure preferred.

**PHYSICAL REQUIREMENTS:**

Ability to communicate via phone and in written form. Frequently required to sit, talk, hear and listen. Must be able to operate a computer, business phone system, printers and copiers.

**WORKING CONDITIONS:**

Normal office environment. Considerable sitting. May be required to travel between work locations and may be required to work varying schedules, including some long days, to complete job assignments.

**THE BOARD OF WATER AND LIGHT IS AN EQUAL OPPORTUNITY EMPLOYER.**