



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Administrative Clerical Assistant– Part-Time

An Equal Opportunity Employer

The City of Hamtramck has an opening for a part-time Administrative Clerical Assistant in our administrative offices. The ideal candidate will provide administrative support, handle clerical tasks, and other duties as assigned.

Job Description Summary:

Under the direct supervision of management, the clerical assistant will provide administrative and clerical support in the human resources and payroll departments. The office is located inside City Hall at 3401 Evaline Street, Hamtramck, MI 48212 on the 3rd floor in the administrative offices.

Essential Duties and Responsibilities:

- Assist with filing, data entry, record management, and spreadsheet creations
- Prepare and distribute official documents, notices, and correspondence
- Provide clerical assistant to the Human Resources Director
- Provide clerical assistant to the Payroll/AP Specialist
- Complete special assignments assigned
- Other office duties as assigned

Knowledge, Skills, and Abilities:

- Strong communication and organizational skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to handle sensitive information with discretion
- Excellent written and reading skills
- Ability to work independently
- Ability to interact with department heads, city officials, financial professionals and administrative staff
- Familiar with the internet and the ability to research topics and gather and compile information

Requirements:

- High School Diploma or equivalent
- Some college coursework preferred
- 2-5 years' experience working in a municipality, fast-paced office environment, or large corporation as an administrative assistant or office clerk
- 2-5 years' working in HR and payroll departments

Salary and work schedule:

\$18.00-\$23.00 per hour DOQ
Monday- Friday 11:00-4:00 pm 25hrs/week

Application Process: Download applications at <https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application-Final-05072021.docx> . **Return completed application and resume via email to hr@hamtramckcity.gov. Applications without resumes will not be accepted.**

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate based on 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 people 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. People with a disability may request accommodation because of their disability by notifying the City of Hamtramck City Manager.