



TOWNSHIP OF RAY

County of Macomb

64255 Wolcott Road, Ray Township, MI 48096

Phone: (586) 749-5171

Fax: (586) 749-6190 Website: www.raytpw.org

Board of Trustees

Joseph Jarzyna, Supervisor

Lori Lascoe, Clerk

Betsy Bart, Treasurer

Betty Grader, Trustee

Doug Stier, Trustee

Administrative Assistant – part time for Fire Department Job Description

Overall Responsibility:

The responsibility of the Administrative Assistant is to perform the duties necessary to maintain the consistent operation of the office on a daily basis.

Administrative Assistant Duties:

- Must be proficient in Microsoft Office
- Must maintain general bookkeeping skills.
- Maintain Burn Permits.
- Take out mail on a daily basis.
- Bring in mail daily, date stamp and distribute as necessary.
- Monitor office, copy and other supply quantities and order as needed.
- Assist with typing, filing, mailing and other duties as directed.
- Keep inventory of supplies to consolidate ordering and trips to purchase supplies.
- Monitor incoming faxes; distribute by e-mail as necessary.
- Load Copier with paper.
- Must be detail oriented.
- Must be able to work with the public.
- Good communication skills.

Customer Service Duties:

- Maintain bulletin boards and information center, removing out of date information and placing current items.

Telephone Duties:

- Answer all incoming “operator” calls and assist and direct caller as necessary.
- Log calls for Burn Permits.

Other Duties

- Any other duties as deemed necessary, such as record keeping for grants.

Administrative Assistant reports to the Fire Chief.

Updated: June 22, 2022