



City Hall
118 Orchard Street
Morenci, MI 49256
(517) 458-6828

Job Description

Position: Fill-in Receptionist

Summary

This position performs in the role as a fill-in receptionist for the Administrative Department of the City of Morenci.

Supervision Received

Work is performed under the general supervision of the City Administrator / Clerk.

Responsibilities and Duties

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Cash receipt dog licenses, water bills, and other accounts receivable as seen fit.
2. Compose and type correspondence, records, and reports when asked.
3. Establish and maintain effective working relationships with other city team members.
4. Present a pleasant, caring and professional persona during all interactions with the citizens of Morenci.
5. Provide backup assistance in city offices as needed.
6. Understand and carry out oral and written instructions.

Employment Qualifications

1. High school graduate, some college preferred.
2. Two years or more office experience also preferred.

Approved: February 23, 2015 by Morenci City Council