

Egelston Township
5428 E. Apple Avenue
Muskegon Michigan 49442

Egelston Township is looking for a fulltime administrative assistant. Duties would include:

1. Computer and Technology skills (Windows 10, Microsoft Office, and preference-BSA Software)
2. Must be able to be BONDED
3. Communication skills (phone and personal)
4. Be able to perform and assist in duties/tasks as requested to facilitate efficient operations of the Clerks department.
5. Must be able to multi-task on a daily basis, which includes skills in organization, resident/customer service and relations, project and time management
6. Education Requirements:
 - a. High School diploma, preferably an Associate's Degree and/or 3-4 years of work-related experience equivalent. Knowledge of website administration, benefits administration, bank reconciliation, assisting in payroll, accounts payable, elections, budgeting and general ledger.
7. Position: Full-Time, 1st shift, Monday-Friday, 40 hours per week.
8. Benefits:
 - Medical
 - Dental
 - Life Insurance
 - Pension
 - Paid Holidays
 - Paid Vacation Days
 - Paid Sick Days
9. Career Category: Business Operations & Administration
10. Job location: Muskegon, Michigan Job Level:
11. Experienced
12. Salary: Starting-\$24.70, 6 months-\$25.97, 12 months-\$27.42 There is a six (6) month probationary period, uninterrupted break in service for Full time.
13. How to apply: In person or online:
14. Job seekers can pick up an application, in person at: Egelston Township, 5428 E. Apple Ave., Muskegon, Michigan 49442, or go online for an application at: <http://egelstontwp.org>. Questions regarding the position, please call 231 788 2308 ext. 11. Due to the high volume of applicants, Egelston Township DOES NOT CHECK ON APPLICATION STATUS. Egelston Township is an EEO/AA Employer.

EGELSTON TOWNSHIP 5428 E Apple Avenue, Muskegon MI 49442

Employment Application – Please Attach Resume



APPLICANT INFORMATION									
Last Name			First			M.I.		Date	
Street Address					Apartment/Unit #				
City				State		ZIP			
Phone			E-mail Address						
Date Available			Social Security No.			Desired Salary			
Position Applied for									
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
Have you ever been convicted of a felony?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain				
EDUCATION									
High School			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
REFERENCES									
<i>Please list three professional references.</i>									
Full Name			Relationship						
Company					Phone				
Address									
Full Name			Relationship						
Company					Phone				
Address									
Full Name			Relationship						
Company					Phone				

Egelston is an equal opportunity provider

Address	
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PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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