

Van Buren County Road Commission

Job Description

Title: Communications and Permit Clerk **Effective Date:** May 4, 2026
FLSA Classification: Non-Exempt
Department: Administration
Pay Grade: Admin - 1

Job Summary: The Communications and Permit Clerk will assist the public and our Transportation Partners in understanding and completing the permit process, logging requests for service and responding to general Road Commission operations questions.

Supervisory Structure: Reports to the Finance and Human Resources Director, with no supervisory responsibilities.

Essential Duties/Responsibilities:

- Understand and communicate the various permit requirements to the public and contractors.
- Track permit renewals, verify permit application information and insurance requirements.
- Maintain files for permits.
- Provide clerical and secretarial support for the Permit Officer.
- Operate a multi-line phone system and 2-way radio system.
- Greet the public, provide information or answer general questions, and direct more specific questions to appropriate staff.
- Document service requests received by the organization.
- Maintain the service request system, track and organize requests for service and follow up with the assigned staff.
- Organize and track disposal agreements.
- Maintain office equipment including postage machine and copier/printers.
- Order, inventory, stock and organize office supplies.
- Maintain the building security program.
- Work with the Sheriff's Department regarding storms, clean-up, road closures, accidents and other situations.

Qualifications and Experience

- High school diploma, GED, or equivalent.
- Valid Michigan driver's license
- Preference to those with experience in an office environment with secretarial experience
- A special emphasis on drafting and preparing correspondence, administrative procedures, communicating with the public and public officials.
- Able to work independently and as part of a team.
- Willing and available to be on call and work extended hours as needed.

Special Requirements: Daily use of word processing software and a variety of office equipment.

Physical Requirements:

- **Physical Mobility:** Ability to sit for extended periods.

- **Vision:** Ability to read instructions, directions and similar written information in letters, memos, forms and other documents.
- **Hearing/Speaking:** Ability to converse orally via telephone, radio and personally to receive and communicate information to employees and the public.
- **Agility/Movement:** Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing up to 30 pounds.

Compensation & Hours

- Starting Pay: \$27.37 / hour
- Schedule: 40 hrs/week + overtime
 - May–Oct: Mon–Thu, 6:00 am–4:30 pm
 - Oct–May: Mon–Fri, 7:00 am–3:30 pm

Benefits & Allowances

- Insurance: Health (HRA/HSA), dental, and vision at hire; employer pays MI Hard Cap at minimum.
- Retirement: Defined Benefit Pension (1.7 multiplier) + required 4% contribution.
- Leave: 7.5 hrs/month vacation after 1 month; 72 ESTA/sick hrs/year; 12 holidays.
- Wellness Program with financial incentive.

Disclaimer: This job description does not constitute an employment agreement between the Road Commission and employee and is subject to change by the Road Commission as its needs and requirements of the position change.