

## JOB DESCRIPTION

**Position:** Secretary/Administrative Assistant

**Reports to:** Township Office Manager

**Description of Position:** The employee in this position is responsible for providing a wide variety of secretarial and administrative duties and serves as support to the Office Manager and other Township employees.

**Essential Job Functions:** The following essential job functions are intended to describe the general nature and level of work required for the position. They are not intended as an exhausted list of all responsibilities, duties and skills required of personnel in the position.

- Function as administrative assistant, receptionist, cashier, and multi-purpose clerical employee.
- Courteously greet public, answer and respond to inquiries and phone calls, providing information within scope of responsibility. Referring all calls and visitors to appropriate parties.
- Communicate effectively with the public and other Township employees.
- Maintain and organize personnel records and files with guidance from the Office Manager/Secretary.
- Use of computer, word processing, tax and election software, as well as copy machine, scanner, and other general office equipment.
- Assists during tax seasons: Entering data, collecting money, and maintaining receipts.
- Perform other tasks as assigned.

**Work Environment:** The physical requirements and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:** While performing the duties of this position, the employee is regularly required to walk, stand, stoop, and sit at a desk for extended periods of time. Successful performance requires the employee to talk, hear, use hands to handle, feel or operate objects, equipment and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift, carry, and put away parcels up to 25 pounds.

**Working Conditions:** The noise level in the work environment is usually quiet. Work is performed in an office setting and requires the operation of desktop computers, copy machine, and other office equipment.

**Minimum Education, Training & Experience Requirements:** High school diploma or Equivalent. Experience as an Administrative Assistant is preferred but not required as training will be provided.