

Rives Township
POSITION DESCRIPTION

TITLE: Office Assistant

PERFORMANCE PROFILE SOURCE: None

DEPARTMENT: Operations

FLSA STATUS: Non-Exempt

REPORTS TO: _____

PRIMARY FUNCTION:

The Office Manager duties and responsibilities include scheduling meetings and appointments, making office supplies arrangements, greeting visitors and providing general administrative support to township employees.

A successful Office Manager should have experience with a variety of office software (email tools, spreadsheets and databases) and be able to accurately handle administrative duties. The Office Manager should also be willing to learn new software programs as needed.

The Office manager will assist in preparing correspondence and reports, maintaining a schedule and calendar, answer telephones and maintain electronic and hard copy files.

KEY ROLES (Essential Job Responsibilities):

1. Performs regular secretarial duties, preparing correspondence and reports as requested and composes draft letters following established formats. Proofreads all materials for accuracy prior to supervisory review and signature.
2. Maintains master schedule of township activities and events, collecting and disseminating information to township officials and public as needed.
3. Answers telephones, providing general information, referring callers to other staff or taking messages as necessary.
4. Maintains electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
5. Monitor office supply inventory and order supplies as necessary.
6. May be responsible for managing inventory of office equipment and service contracts, performing routine maintenance activities and contacting service representatives as needed.

7. Serve as township receptionist, greeting all visitors and maintaining a visitor log.
8. Perform light janitorial duties such as general cleaning, emptying trash, sweeping and mopping as needed.
9. Receive and secure payments to the township, and forward to the correct department.
10. Be the main contact for all building department inquiries, contractors and inspectors.
11. Process building department permits and applications in the BS&A software.
12. Maintain the building department files, which include the permits and contractor registration.

RELATIONSHIPS:

Internal: Maintains close, daily contact with township officials to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

External: Maintains contact with the contractors and the general public to give and obtain information, either in response to inquiries or as instructed by supervisor.

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma or equivalent
- One year of office clerical experience
- Training in secretarial skills and use of common office equipment
- Typing/keyboarding skills of at least 50 wpm
- Good written and verbal communication skills
- Good organization and attention to detail
- Strong customer relations skills
- Able to maintain strict confidentiality

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Ability to stand, walk, or sit for an extended period of time.
2. Seeing written directions with or without correction devices.
3. Hearing within normal range, with or without amplification.
4. Communication skills using the spoken word.
5. Reaching by extending hand(s) or arm(s) in any directions.
6. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.