

**Title: Administrative Secretary**  
**Reports to: Township Supervisor**  
**Positions Supervised: Receptionist**

**BROAD STATEMENT OF RESPONSIBILITIES**

The Administrative Secretary is responsible for the smooth operation and professional decorum of the Township Offices. Provides support services for the Township Supervisor, Clerk, Treasurer, Assessor, and members of the Board of Trustees. Researches and responds to both routine and unique requests regarding a wide variety of Township matters. The position requires a qualified person of clerical experience and education.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Provides secretarial services including sorting and distributing mail; planning, organizing and coordinating detail requirements for wide range of meetings. Prepares letters and other correspondence for distribution, prepares reports and/or agendas with supporting documents, and maintains the township website.
2. Receives and assists walk-in visitors by ascertaining needs, provides positive first impression in explaining Township policies and procedures, refers visitors to appropriate departments or other agencies; initiates appropriate action and conducts follow-up.
3. Prepares documentation, issues contracts and receives payments for hall and park rentals; maintains rental schedules and calendars.
4. Receives telephone inquiries in a courteous manner; researches matter and responds to inquiries as appropriate; refers inquiries to other departments as necessary.
5. Records and tracks citizens' complaints and directs to the proper department for action such as the Building Department or the Supervisor.
6. Under direction of the Clerk, receives applications for the Planning Commission and follows procedures as outlined in the Development Manual and the Township Zoning Ordinance.
7. Receives applications for the Zoning Board of Appeals and follows procedures as outlined in the Development Manual and the Township Zoning Ordinance.
8. Prepares notices and materials and transcribes minutes for Zoning Board of Appeals, Planning Commission and any other Committee or Board.
9. Performs wide variety of periodic tasks including assisting the Clerk's office and Treasurer's office during peak times; assists the Assessor's office.

10. Supervises the Receptionist assigning duties as appropriate.
11. Provides variety of other clerical, secretarial and support services and completes special projects as requested to facilitate efficient office operations.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. High school diploma and additional training in word processing and other office technology such as Excel and Microsoft. A general knowledge of municipal government operations is desirable.
2. Excellent communication and interpersonal skills to deal effectively with township residents, business people and visitors to the Township Offices; ability to interact with and coordinate activities with departments and members of the Board of Trustees; may occasionally require dealing with angry citizens/property owners regarding various matters.
3. Ability to independently organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently; ability to interpret, comprehend and process complex and technical information.
4. Experience in using various office equipment including computer, copier, fax, multiple-line phone system, postage meter, calculator, and a typewriter, is required.
5. Lifting boxes of paper, files and other office supplies weighing a minimum of 10 pounds on a daily basis to waist-high level; manual dexterity and ability to sit and operate a computer at a high level of proficiency for extended periods.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirement for the position.

Administrative Secretary to be paid \$12.25 an hour, 35 hours a week, with full benefits