



## POSITION DESCRIPTION

Division/Department:	Administration
Location:	155 Olde Ridenour Road
Job Title:	Administrative Assistant
Reports to:	Fiscal Officer

Type of position:	Hours: 40 / week
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non exempt
<input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

### GENERAL DESCRIPTION

Perform routine clerical and administrative functions in support of the Township Administrative Office

### ESSENTIAL FUNCTIONS

- Regular and predictable attendance
- Answer Township main line and route calls to the appropriate entity/individual
- Answer routine inquiries using knowledge of departmental and Township regulations and policies
- Assist Officials and Department Heads as directed
- Accept comments, inquiries, and complaints from the public and forward to the appropriate entity/individual to be addressed
- Notify the press of public and special meetings as required by law, in the absence of the Public Information Officer
- Order, inventory, and maintain office supplies
- Prepare routine correspondence
- Assist with processing expense reports
- Prepare agenda for meetings; transcribe meeting minutes
- Process mail and accept courier services
- Filing
- Perform other duties as assigned

## KNOWLEDGE

- Correct English usage, including spelling, grammar, punctuation, and vocabulary
- Basic mathematics
- Modern office practices, management, and etiquette
- Township Personnel Policy Manual

## SKILLS

- Operate a calculator
- Use a transcriber
- Use of personal computer and other modern standard office equipment
- Use Microsoft applications such as Word, Excel, PowerPoint, and Outlook

## ABILITIES

- Understand and carry out written and oral instructions
- Communicate clearly and effectively, both orally and in writing
- Read, copy, and record figures accurately
- Communicate effectively with the public
- Complete routine forms; prepare routine correspondence
- Respond to routine inquiries from the public, officials, and/or department heads
- Maintain strict confidentiality
- Work effectively with minimal supervision
- Establish and maintain effective working relationships with others

## PHYSICAL REQUIREMENTS

- Sit frequently
- Walk, bend, reach occasionally
- Lift, push, and/or pull light objects and occasionally heavy objects (< 25 pounds)
- Fine motor skills
- Hear, read, write, and clearly articulate the English language

## MINIMUM QUALIFICATIONS

- High School Diploma or GED; and
- One to three years of experience
- Government experience preferred
- Notary Public preferred

***This job description is intended to provide some illustrative examples of the duties and essential functions of this position, but should not be interpreted to describe all of the work or essential functions which may be required of employees holding this position.***

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REVIEWED BY	Becky Kadel	<i>Title</i>	HR Director
APPROVED BY	Mifflin Township Board of Trustees	<i>Title</i>	
DATE POSTED	September 17, 2013		
DATE HIRED			
PRINT NAME			
SIGNATURE			