



JOB DESCRIPTION

Division/Department:	Service
Location:	155 Olde Ridenour Road
Job Title:	Office Assistant
Reports to:	Service Director

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	

SUMMARY

Support the Township Service Department by performing routine clerical and administrative tasks and workflows.

SUPERVISORY RESPONSIBILITIES

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet visitors and answer incoming calls
- Respond to general and routine inquiries
- Forward non-routine inquiries and requests to the appropriate individual or entity
- Manage and assist with administrative workflows
- Receive, sort, and distribute incoming mail and package deliveries
- Inventory, order, and maintain office supplies
- Schedule and assist with coordinating meetings and events
- Create and maintain files and records
- Assist with processing invoices and expense reports
- Assist with obtaining and maintaining purchase orders and bids
- Prepare routine correspondence



- Assist the Service Director as needed
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of and compliance with all Township and department-specific policies and procedures
- Knowledge of basic office administration best practices and procedures, and proper etiquette
- Knowledge of correct English usage (spelling, grammar, punctuation, and vocabulary)
- Knowledge of basic Township government organization and operations
- Knowledge of basic accounting principles and practices
- Ability to perform basic mathematical calculations
- Ability to accept and follow spoken and written directions
- Ability to work with minimal supervision
- Ability to maintain all required licensures and certifications without lapses
- Ability to maintain a valid Ohio Driver's License and insurability under the Township's vehicle insurance policy
- Ability to use standard Microsoft Office 365 and industry-related software and applications
- Ability to use a personal computer, a basic calculator, and other modern standard office equipment

OTHER TRAITS/COMPETENCIES

- **Commitment to Excellence** – punctual; dependable; adaptable; accountable; trustworthy; integrous; conscientious; professional; establishes and maintains effective and respectful interpersonal relationships
- **Communication** – responsive; uses active and attentive listening skills; maintains composure when faced with challenging people, circumstances, and situations; responds rather than reacts; is patient, kind, compassionate, and respectful with callers and visitors; uses proper grammar, punctuation, and vocabulary; prepares detailed, clear, and accurate reports and other routine records and correspondence; regularly checks email and other forms of communication to stay current on Township and department-specific news, information, events, and requirements
- **Planning/Organization** – schedules, organizes, and completes tasks according to priority; creates and follows workflows; meets deadlines; follows up on pending, outstanding, and/or time-sensitive information, forms, and other documentation; is proactive

PHYSICAL REQUIREMENTS

- Frequently sit
- Sometimes walk and stand



- Always use arms and hands to perform routine and/or repetitive tasks
- Rarely bend, squat, kneel, and reach away from body and overhead
- Rarely lift, push, and pull objects up to 20 pounds
- Always hear, read, write, understand, and clearly articulate the English language

LICENSURE AND CERTIFICATION REQUIREMENTS

- Notary Public

OTHER MINIMUM REQUIREMENTS

- High School Diploma or GED
- At least three (3) years in an office administration support role or the equivalent in related experience
- Must be or have the ability to become a Notary Public within the first six months of employment
- Valid Ohio Driver's License
- Township government experience 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 the work or essential duties and responsibilities which may be required of employees holding this position.

PRINT EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE ACKNOWLEDGED: