

Job Title: Office Assistant

Position Type: Staff

Reports To: Office Administrator or Department Head

Overview:

Supports general township operations through clerical and customer service duties.

Key Responsibilities:

- Answer Phones
 - Relay Calls to Appropriate Departments
 - Take Messages / Forward messages
 - Address Concerns
 - Answer Questions
 - Title Companies/Realtors
 - Garbage
 - Tax
 - General Building
 - Roads
- Counter
 - Assist Residents with:
 - General Concerns
 - Dog Licenses
 - Burn Permits
 - Dump Passes
 - PTA/PRE
 - Building Permits & Payments
 - Recycle Bins & Trash Concerns
 - Receiving Tax Payments
 - Print Tax Statements
 - Collect Payments
- Process Tax Bills for Mass Mailings
 - Prepare Bills for Distribution (fold/stuff/store)

- Process Through Postage Machine
- Process Ballots
 - Prepare Regular Ballots
 - Process of Ballot Distribution (fold/stuff/store)
 - Process through Postage Machine
 - Early Ballot Distribution (receive/log/store)
- Maintain Wall of Permits & Registrations
 - Copy
 - Store
- Order Office Supplies
- PTA/PRE Forms
 - Add to BS&A
 - Scan & File in Binders
- Maintain PTA & PRE Binders
- General Office Duties (filing/typing/scanning/copying)
- Blueprint Scanning
- Other Duties as Assigned by:
 - Supervisor
 - Treasurer
 - Assessor
 - Clerk
 - Building Administrator
 - Building Inspector
 - Deputy Clerk
 - Deputy Treasurer
 - Office Administrator

Required by Law:

Not specified by statute; guided by township operational needs

Appointive Authority (if applicable):

Appointed by Township Supervisor or Clerk

Other Requirements or Notes:

- - Strong interpersonal and clerical skills required