

NEW RUSSIA TOWNSHIP

JOB DESCRIPTION

PART-TIME OFFICE ASSISTANT/HALL COORDINATOR

The part-time office assistant/hall coordinator performs a variety of skilled office related assignments for the Board of Trustees, Fiscal Officer, as well as Hall Coordinator functions as needed.

REPORTS TO: Board of Trustees

JOB STATUS: Part-time

An individual should demonstrate the following minimal qualifications: experience in the use and operation of office equipment; communication skills, experience in general office duties including but not limited to typing, filing, scheduling, record keeping, and computer skills.

The duties, tasks, mental and physical functions listed herein are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties, tasks, mental and physical functions does not exclude them for the position if the work is similar, related, or a logical assignment to the position.

JOB FUNCTIONS:

- Serves as office assistant using secretarial skills, including the preparation of correspondence and documents, maintain confidentiality in Township matters.
- Serves as office receptionist, addressing inquiries and referring residents and visitors to appropriate person to conduct township business as necessary (electronically, telephone, in-person)
- Assist Hall Coordinator; as needed to keep permanent records of the township hall rentals, published monthly hall activity, calendar of all departments
- Conduct tours of township facility as required
- Open and close Township office and Hall as required
- Collect user fees and deposit to Fiscal Officer in a timely manner and keep accurate records
- Maintain and stock office supplies as needed
- Assist with performance of cemetery sexton duties

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- High school graduate or equivalent supplemented by experience in routine training that provides the necessary knowledge, skills, and abilities
- Ability to operate a computer and various programs
- Ability to maintain files and records in an orderly manner
- Skilled in customer service and courteous communication skills with the general public
- Ability to reason using common sense and follow the Township Chain of Command