

Job Description: Duties and Responsibilities
Administrative Assistant – Temporary Position

Administrative Assistant provides direct Assistance to the Township’s Supervisor, Township Manager and serve as the point of process for the Township’s Business License as well as serve as the clerical back up for Township’s Building Department.

Hours of Operations: Monday through Thursday 9:00 AM to 4:00 PM unless otherwise directed.

Job duties of the Administrative Assistant include, but are not limited to:

General Administrative Duties

1. Check E-mails/Voicemails and provide follow-up in a timely manner
2. Answers and directs all Townships incoming telephone calls.
3. Provide administrative and clerical assistance to the Supervisor and Township Manager; this includes but is not limited to copying, scanning, faxing, emailing, composing of contracts and documents, and serving as the person of contact for Supervisor and Township Manager, all in a timely manner.
4. Meet with the Supervisor and Township Manager and other staff as needed.
5. Answer/Direct Phone calls, assist citizen’s w/complaints, questions, concerns.
6. Contact IT Right, Comcast, Premier or Applied Imagine (phone, copy machines etc.)
7. Process Township citizens’ complaints and requests
 - At times assists, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official or person.
 - Refer them to the Township’s website, Township’s Ordinance or collect their information and advise that appropriate person will call them back.
8. Updates or assists as requested with maintenance of Township’s website.
 - Check with departments to see if they have anything they want posted and email the changes to the Township’s Webmaster.
9. Assists with the purchase of equipment and services such as preparing bid specification and tabulating Requests For Proposals (RFP).

Processing Township’s Business Licenses

1. Accept, review, and process all Township’s Business Applications
2. Accept the payment for business applications.
3. Obtain receipts from the Clerk’s and Treasurer’s Office.
4. Input the application information into BS&A program.
5. Forward and save all application information to Planning and Zoning Administrator.
6. Coordinate all these activities with Building, Code Enforcement, and Inspection
7. Assist Building, Code Enforcement, and Inspection with any other information necessary to complete the business application.
8. Coordinate approval or denial letter from Planning, Zoning, Code Enforcement and Inspection.
9. Compile the approval/denial letter into the BS&A record keeping system.
10. Compile any zoning approval into the BS&A record keeping system.
11. Compile all folders for approved or denied business applications.
12. Compose a letter informing Building of approval or denial to set up required inspection of the business facility.
13. Accept telephone calls/log messages and assist applicants in the absence of regular Building, Code Enforcement, and Inspection personnel.

And any and all other duties/tasks that may be assigned.