



ADMINISTRATIVE ASSISTANT/RECEPTIONIST JOB LISTING

Richland Township is seeking qualified applicants to fill a part-time or full-time position as an administrative assistant. This position involves a variety of clerical tasks related to assisting with the daily operations of the Department of Public Works, Parks and Recreations, Sanitary Sewers, Building/Zoning, and Administration. Essential duties include interacting with members of the public and staff to perform routine administrative work, reporting and processing information, and assisting with the performance of a variety of other functions related to local government services. Richland Township serves a population of roughly 12,000 residents, operates its own sanitary sewer system and public park. Qualified applicants will have proficiency in computer software applications, ability to learn new information efficiently and accurately, and be able to serve the public with courtesy. Post-high school education is required. Experience in a municipal setting and in dealing with the public is strongly preferred, or any equivalent combination of education and experience. Please see job description for further detail regarding this open position. Please submit applications to nthiess@richland.pa.us . This position will remain open until filled.

RICHLAND TOWNSHIP

ADMINISTRATIVE ASSISTANT/RECEPTIONIST

POSITION SUMMARY

This position involves a variety of clerical tasks related to assisting with the daily operations of the Department of Public Works, Parks and Recreations, Sanitary Sewers, Building/Zoning, and Administration. This position requires an individual who can exercise independent judgment and is able to interact with the public, elected officials, and staff members with tact and courtesy. Essential duties include interacting with members of the public and staff to perform routine administrative work, reporting and processing information, and assisting with the performance of a variety of other functions related to local government services.

ESSENTIAL FUNCTIONS OF JOB

1. Promotes the image of the township government by interacting respectfully with customers and following established township procedures and work rules
2. Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries; following up on inquiries as needed to maintain customer satisfaction and confidence.
3. Reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
4. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
5. Prepares reports by collecting and analyzing information.
6. Responsible for using specialize computer software utilized by the township
7. Types letters, forms, reports, maintains files and various other office records.
8. Become knowledgeable of rates and fees for sewer and other service charges
9. Maintain an organized work area
10. Performs various clerical tasks as needed
11. Proficiency is software applications, or the ability to learn quickly
12. Receive complaints, schedule and prepare work orders and concerns to the appropriate department or staff
13. Cooperation with other staff members to complete tasks related to public meetings, operational activities, work orders, purchasing/billing, account maintenance, public works, parks and recreation, and all other administration matters which the township is responsible for.
14. Performs tasks as required by the Township Manager or Assistant Manager

JOB ENVIRONMENT

- Work is performed in-person under typical office conditions, with little exposure to occupational risks.

- Operates automobile, computers, calculators, scanner, facsimile, copier, telephone and any other standard office equipment.
- Office environment is usually quite in nature
- The duties listed in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

QUALIFICATIONS AND SELECTION

EDUCATION, TRAINING, AND EXPERIENCE

1. Post-high school education including or supplemented by courses in office procedures, computers, bookkeeping and Microsoft applications
2. Two years of experience in clerical, bookkeeping or related field.
3. Experience in a municipal setting and in dealing with the public strongly preferred, or any equivalent combination of education and experience.
4. Proficiency in the following software applications strongly preferred: Office365 applications; Freedom software or equivalent

EQUIPMENT USED

- Equipment includes, but is not limited to: personal computer with word processing and spreadsheet software (including but not limited to Adobe Acrobat Pro, Dropbox, Google Docs, Word, Outlook, Excel, and OneDrive); telephone; copy and fax machine; audio and visual equipment in the Board Room.