

HAMILTON TOWNSHIP JOB POSITION DESCRIPTION

POSITION TITLE: **Administrative Assistant**
DEPARTMENT: Administration
IMMEDIATE SUPERVISOR: Township Administrator
CLASSIFICATION: Hourly, Non-Exempt
SALARY RANGE: \$37,500 - \$41,600 (DOQ)

JOB DESCRIPTION:

The Administrative Assistant will answer all calls and direct those calls to the appropriate departments. The Administrative Assistant will act as a goodwill ambassador to residents and guests who visit the administration building. In addition, the Administrative Assistant is responsible for word processing, photocopying, and transcribing Trustee Board, Zoning Commission, and Board of Zoning Appeals (BZA) meeting minutes.

SKILLS REQUIRED:

The position requires any combination of training and work experience that indicates an ability to successfully perform the essential job responsibilities listed above. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Government work experience is desirable, but not necessary. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An example of acceptable qualifications for this position is:

- Answer incoming calls and direct calls to appropriate departments, taking messages when appropriate personnel are not available.
- Present a positive image to residents and guests who visit the township offices.
- MS Suite (Word, Excel, PowerPoint, Outlook)
- Word processing including correspondence, reports, financial reports and agendas.
- Operate standard office equipment: multi-line phone system, fax machine, computer, postal meter, copier, etc.
- Transcription of Township meeting minutes (e.g. Trustee Board, Zoning Commission, BZA, etc.).
- Inventory supply levels.
- Assist in tracking vendor and zoning permits and support Community Development Coordinator.
- Maintain Social Media
- Support all Administrative staff and Department Heads.
- Ability to assess, plan, organize, and execute essential job functions without a need for constant supervision.
- Ability to demonstrate a thorough knowledge of rules and regulations of the department and other authorities.
- Must be of good moral character with ability to distinguish and disseminate sensitive information.
- Other tasks as may be assigned

REQUIRED CERTIFICATES, AND/OR LICENSE:

Valid Ohio Driver's License

PHYSICAL DEMANDS:

Occasional lifting up to fifty lbs. Must be able to work in a climate controlled, office environment. Vision must be good or corrected to normal to perform normal job duties. Hearing must be good to have the ability to understand information to perform job duties. Ability to read and write in English in order to process paperwork and follow up on any actions necessary. Sitting for extended periods of time. Manual dexterity needed for keyboarding and other repetitive tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference check; CVSA; drug and alcohol test; job related tests may be required.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.