

Carroll Township Job Description

TITLE: Assistant Secretary
DEPARTMENT: Administrative Office
REPORTS TO: Secretary/Treasurer and Manager

GENERAL SUMMARY: This is an administrative secretarial position. The employee performs secretarial and accounting duties, including but not limited to word processing, spreadsheets, using a typewriter, cash receipts, petty cash, answering and screening phone calls, greeting and helping visitors. Responsible for updating and maintaining the Township's website and cable channel. Responsible for preparing the Township's newsletter.

DUTIES AND RESPONSIBILITIES:

1. Assists the Secretary/Treasurer with the administration of the Township.
2. Assists with file management, including but not limited to, Township's accounting system.
3. Maintains retention schedule for Township records and annual disposition of records.
4. Assists in the preparation of records for annual audit.
5. Answers incoming calls with courtesy and proper phone etiquette; retrieves and forwards voice mails or messages to appropriate individuals.
6. Interacts with the public and directs their questions and concerns to the appropriate Township officials.
7. Handles Township mail ensuring proper postage, addressing, and distribution; and handles business fax correspondence.
8. Coordinates and updates calendar for use of the Board room and handles the loaning of the key. Maintains key file on employees and Board/Committee members.
9. Completes ordering of office supplies for all departments.
10. Notifies property owners and maintains records for the on-lot septic disposal program.
11. Prepares annual Reimbursement for SEO Services and on-lot sewage disposal report.
12. Proofreads Board agendas and minutes as well as other correspondence, as necessary.
13. Maintains Board of Supervisors' and Planning Commission minute books as well as Ordinance and Resolution books.
14. Updates and maintains the Township's website and government cable channel.
15. Updates Real Estate book and Land Management Software as information becomes available.
16. Track tax payments submitted by Tax Collector. Reconcile with Tax Collector's final year end report of outstanding bills.
17. Creates semiannual newsletter.
18. Accepts cash and checks, issues receipts.
19. Receives and records payment for residential trash bags.
20. Accounts receivable billing for police services, insurance, street lighting and engineering expenses.
21. Receives subdivision plans and fees, distributes information accordingly and prepares file.
22. Maintains spreadsheets on Subdivision Plan Escrow Accounts.
23. Receives building permits and fees, catalogs, and prepares to be forwarded for review.
24. Prepares approved building permits and corresponding monthly reports.
25. Enters all accounts payable expenditures into financial software and prepares monthly open invoice report.
26. Reconciles monthly checking account statements.
27. Submits and updates appropriate data for health, life and disability insurance for employees.

28. Organizes and prepares Township field usage calendars for recreation groups.
29. Updates Yard Waste Facility key card spreadsheet and bills yearly for Commercial accounts.
30. Performs other related duties as assigned by the Secretary/Treasurer and Manager.

Required Knowledge, Skills, and Abilities

1. Considerable knowledge of proper office procedures, filing procedures, personal computer and office equipment operations.
2. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
3. Considerable skills in public interaction and ability to keep sensitive information confidential.
4. Considerable skills and proficiency in personal computers in a Windows operating system, and with Microsoft Office (Word, Excel, Power Point, and Publisher).
5. Ability to operate general office equipment and an automobile with valid operator's license.
6. Ability to type at a reasonable speed with accuracy.
7. Ability to establish and maintain effective working relationships with employees, officials and the public.
8. Basic accounting skills and principles.
9. Good organizational and writing skills.
10. Multi-tasking ability very important.
11. Ability to function with a minimum of supervision.

Minimum acceptable training and experience

1. High school graduate or equivalent certification.
2. Considerable office experience.
3. Experience working with the public.
4. Considerable personal computer experience within a Windows operating system, and with Microsoft Office (Word, Excel, Power Point, and Publisher.)
5. Ability to use basic office equipment.
6. Some municipal experience is highly desirable.

Physical Requirements

1. Excellent hand/eye coordination and the ability to operate an automobile.
2. Ability to lift and move boxes of files and paper approximately 30 lbs. in weight.
3. Ability to remain in sedentary (sitting) position for long periods for PC data entry, typing, etc.