

## **ADMINISTRATIVE SECRETARY**

**GENERAL DESCRIPTION:** This is an administrative secretarial position. The employee performs secretarial and accountant duties and reports to the Executive Secretary and/or the Board of Supervisors.

### **ESSENTIAL DUTIES:**

Logs and distributes all incoming correspondence, faxes, etc.  
Directs incoming calls & guests to the appropriate individuals.  
Copies and assembles planning commission packets.  
Takes, drafts, and types minutes for the planning commission.  
Types correspondence and maintains files as directed by Executive Secretary.  
Schedules rentals of 'The Roof' and collects rental and security deposits and informs proper personnel for opening and closing.  
Schedules rentals of the athletic fields and collects rental and security deposits.  
Returns "The Roof" and Athletic Fields security deposits after confirming release of deposit with the proper personnel.  
Prepares the "Paradise Community-Connection" newsletter.  
Prepares and completes payroll, quarterlies and year-end taxes and maintain employee benefit records.  
Maintain and update Township web-site.  
Order office supplies.  
Research purchases as directed by Executive Secretary.  
Serves as secretary to the Zoning Officer.  
Serves as secretary to the Planning Commission.  
Responsible for processing engineering fees for subdivisions and land development plans.  
Receives revenue from tax collections, permit fees, fines etc. and record and deposit in proper accounts.  
Reconciles checking and savings accounts.  
Responsible for updating the Code of Ordinances as needed Maintains active list of all members of boards, commissions, committees, including terms and expiration dates.  
Any other duties assigned by the Executive Secretary or Board of Supervisors.  
Research purchases as directed by Executive Secretary.  
Attend and participate in local government conventions and professional association meeting and classes.

### **PHYSICAL DEMANDS:**

The employee must be able to see, hear, speak, use a phone, typewriter, computer, copier, postage machine, fax, and move fifteen (15) pounds from one location to another. The employee must be able to file, type, and use and adding machine.

### **REQUIRED EDUCATION AND EXPERIENCE:**

The employee shall have a high school diploma or equivalent and have an intermediate level of computer knowledge including Microsoft Office programs and QuickBooks.

**REQUIRED SKILLS:**

The employee must have the ability to read at a minimum of high school level. In addition, the employ must be able to reason and solve problems and provide oral and written communication to Township personnel, and residents.

The employee shall have the ability to use basic office equipment and have intermediate skill level with computers. The employee must have the ability to work efficiently, accurately, and without close supervision.

In addition, the employ must be able to reason and solve problems and provide oral and written communication to Township personnel, and residents.