

Township Administrative Assistant Job Description

Performs a variety of clerical and administrative work in keeping official records, providing administrative support to Township Trustees and Fiscal Officer and assisting in the administration of the standard operating guidelines and policies of Brunswick Hills Township.

The administrative assistant works under the direction of the Trustees.

Essential Duties and Responsibilities:

- Assists the Service Department, Trustees and Fiscal Officer as needed
- Receives the public and answers questions; responds to inquiries from citizens and or refers, when necessary, to the appropriate persons
- Answers telephones and routes callers or provides information as required
- Receives, stamps and distributes incoming mail, processes outgoing mail; maintains follow-ups. Composes, types and edits correspondence, reports and other written material requiring judgement as to content, accuracy and completeness
- Be aware of directives set by the Board of Trustees and/or departmental policies
- Coordinates public records requests as assigned
- Schedules appointments
- Coordinates new hire procedures
- Request annual driving abstract reports as needed
- Assists with budgeting and appropriations
- Assists with preparing Trustee Meeting agenda, reports and minutes
- Assists with preparing purchase requests and blanket certificates
- Assist with personnel files as needed
- Assist with planning and hosting public events as needed
- Examine financial reports; request purchase orders/blanket certificates as appropriate
- Process accounts payable and accounts receivable, assist with payroll processing
- Troubleshoot computer issues and inform IT if necessary
- Assists with preparing legally required documents and notices

- Ensure Township compliance and confidentiality with HIPPA and BWC records as directed by the Township Fiscal Officer
- Research ORC requirements for compliance and prepare resolutions and other legal documents
- Assist with Township website management
- Monitor annual contracts and take appropriate action
- Assists with maintaining files and documents in accordance with the township records retention policy
- Be familiar with the procedures of the Zoning Department to be able to assist residents during the absence of the Zoning Inspector
- Performs other duties as directed

Requirements:

This position requires approximately 18 to 25 hours per week as scheduled.

Education/Experience- Graduation from High School or GED equivalent. Specialized coursework or skills in general office practices such as typing, filing and bookkeeping.

Knowledge, Skills, Abilities- Ability to work independently; ability to take initiative and use sound judgement to problem solve and make recommendations. Ability to prioritize work. Ability to keep matters confidential. Ability to express ideas both in writing and orally. Ability to operate office equipment including, computers and basic operating systems (Word, Excel, and PowerPoint), telephones, fax machines, copy machines, etc. Ability to establish and maintain effective working relationships with employees, other agencies and the public.

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