

ADMINISTRATIVE ASSISTANT

POSITION SUMMARY:

South Park Township is seeking qualified, energetic applicants for the position of Administrative Assistant. The Administrative Assistant plays an important role in the organizational operations of the Township. This position involves maintaining files, the transcription of meeting minutes, assisting with community functions, assisting with the preparation of grant applications, and the preparation of annual reports, as well as numerous daily tasks. The candidate must have the ability to work independently without constant supervision after gaining knowledge of Township operations. Qualified candidates must have a minimum of five years in an office environment, preferably in local government. Excellent computer skills (Word, Excel, and Outlook) are required. Excellent verbal and written communication skills are critical to the position. Applicants must have the ability to multi-task within established deadlines. Candidates must also possess personal integrity, be professional, courteous and friendly when dealing with fellow employees and the general public. The Administrative Assistant reports directly to the Township Manager and often deals with confidential issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain Township files;
- Serve as a notary for Township documents. The Township will process the forms and fund the process;
- Assist with online grant applications;
- Assist the Township Manager with community events;
- Prepare various annual reports;
- Update the Township website and Community Calendar;
- Maintain employee files;
- Maintain supply closet;

- Prepare minutes for the Board of Supervisors meetings and the quarterly service employee pension meetings;
- Fill in for the Receptionist if needed.
- Any other tasks that may be required.

QUALIFICATIONS AND REQUIREMENTS:

Skills, Abilities, and Knowledge

- Integrity
- Ability to interact with the public and fellow employees tactfully and courteously
- Ability to multi-task
- Excellent computer skills including Word, Excel, Outlook, etc.
- Excellent communication skills both written and oral
- Ability to exercise discretion and maintain confidentiality
- Ability to meet deadlines
- Ability to work independently in an office environment
- Ability to prioritize work activities

Experience and Training

- Candidate must possess no less than a high school diploma or GED
- Five years or more of progressively responsible experience in an office environment

Physical Demands

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk, perform repetitive arm, hand and eye movements.
- Specific vision abilities required for this job include close vision, and the ability to adjust focus.

- Possess the visual acuity to analyze data and figures, operate a computer terminal and do extensive reading and comprehending.
- Ability to frequently bend, squat, kneel, stretch, and use hands and fingers to handle equipment to perform duties.
- Ability to occasionally lift and/or move up to 10 pounds.
- Ability to work in an open office environment and work with frequent interruptions and schedule changes.
- Valid driver's license required with the ability to use one's own source of transportation to get to and from work.

Details

- The regularly scheduled work day is Monday through Friday, 9:00 a.m. to 5:00 p.m. and includes a one-hour paid lunch.
- Excellent benefits including health care, dental and vision.
- Pension plan
- Paid vacation, personal time and 11 holidays
- Deferred compensation plan
- The salary range is \$45,000 – \$49,000 depending upon qualifications and experience.