

PENTLAND TOWNSHIP
ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

ESSENTIAL DUTIES AND RESPONSIBILITIES: Performs a variety of administrative duties for the Township Board and Utilities Superintendent.

DUTIES PERFORMED INCLUDE BUT ARE NOT LIMITED TO:

1. Perform general accounting work. This includes posting payments, updating accounts, creating monthly bills, and other accounting operations.
2. Work with computer programs on a daily basis. This includes Microsoft Word, Microsoft Excel, and utility and tax software.
3. Assist Utilities Superintendent in his work. This may include meter reading and travel with water samples.
4. Assist the Township Treasurer. This includes receipting deposits, generating distributions, mailing and receiving tax notices, collecting tax payments, and other general secretarial duties, etc...
5. Schedule hall bookings. This includes collecting rent, giving the hall keys to customers, instructing renters on procedures to follow, checking the hall after the event, and scheduling hall cleaning as needed.
6. Assists the Township Clerk. This includes assisting citizens with election and ballot questions, including the delivery and receipt of Absentee Voter applications and ballots. Also assist with the maintenance of the Qualified Voter File (QVF). This position may have to be in the office at mandatory times because of election deadlines.
7. Assist the Township Supervisor when needed. This may include delivering forms, mailing of notices, answering tax questions, handling various forms, taking messages, receiving land division fees, entering changes ordered by the Board of Review, etc.
8. Prepare and deliver cash deposits to local banks and deliver forms to the county courthouse.
9. Provide general telephone support for the township. This includes answering phone inquiries and taking messages for the Township Board and Utilities Superintendent.
10. Provide general assistance to customers with questions about our township and direct them to the correct official who can help them.
11. Do routine office housekeeping. This includes emptying garbage cans, sweeping, shoveling, washing windows, mowing grass, and other duties as needed.
12. When emergencies happen help by locating the correct personnel and agencies.

MINIMUM QUALIFICATIONS

1. Graduation from high school, GED or equivalent.
2. Knowledge of Microsoft Word, Microsoft Excel, bookkeeping, tax receipting, etc.
3. Ability to learn new skills.
4. Ability to work with the public.
5. Must provide their own transportation.

SUPERVISION RECEIVED:

Work under the direct supervision of the Utilities Supervisor and the Township Board.

Must be able to complete tasks independently.

HOURS OF WORK AND PAY SCHEDULE:

Note: July 2017 - starting wage for the new hire into this position in summer/fall 2017 has not yet been set by the Pentland Township Board.

It is anticipated the starting wage will be somewhere between \$12.00 - \$12.50 per hour for approximately 30 hours a week.

Hours generally are Monday through Friday from 9:00 am to 12:00 pm, and 1:00 pm to 4:00 pm.

This position includes six sick days and one week's vacation per year. Both are non-accruable.

Mileage will be compensated at the rate set by the Township Board.

Further information is included in the township's personnel manual.

PAID HOLIDAYS:

- ½ day New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day (Thursday & Friday)
- Christmas Eve
- Christmas Day

If a holiday falls on a Saturday, the employee will have the preceding Friday off.

If the holiday falls on a Sunday, the employee has the following Monday off.