

**NEWBERRY TOWNSHIP
JOB DESCRIPTION**

JOB TITLE

OFFICE ASSISTANT/RECEPTIONIST

DEFINITION

This full-time position's responsibilities include, but are not limited to, answering of phones and greeting of customers/visitors, and assisting with various tasks within the township office. The position reports directly to the Township Manager.

TYPICAL DUTIES

- Check general township voice mail and email and either reply or direct to appropriate person.
- Answer phones, receive and distribute faxes to appropriate person.
- Help customers at front desk, and handle customer complaints and/or direct them to the proper department.
- Ring up building permits.
- Sort incoming mail and distribute to appropriate person accordingly. Prepare outgoing mail.
- Update Township tax records.
- Attend Board of Supervisors meetings to take minutes prepare and distribute those minutes for approval.
- Approved Minutes are distributed, placed on bulletin board and originals placed in the Minutes Book.
- Copy items for Board of Supervisors/prepare meeting books.
- Maintain list of Ordinances, place new Ordinances in Official Ordinance Book.
- Typing and Filing.
- Prepare public notices for township office.
- Update Township Website.
- Schedule Pavilion reservations and mail appropriate information.
- Back-up for payroll and accounts payable & receivables.
- Mail out letter to residents requiring them to pump septic systems every four years (Sept).
- Mail applications to Haulers for Pumpers' List (Jan).
- Receive payment and update Hauler's List.
- Input and file Pumper Reports as received by haulers.
- Assistant walk-ins with septic applications.
- Maintain Planning Commission and Zoning Hearing Board Rosters.
- Mail out Mobile Home Park (Jan) and Junk Yard Applications (May) and send out reminders if payment is not received.
- Mail permits for Mobile Home Parks and Junk Yards once inspected.

- Prepare annual calendar for Zoning Hearing Board and Township, email to newspaper for advertising.
- Prepare invoices for Engineer Review fees for subdivisions/land developments as needed, post payments.
- Keep updated lists of file records, subdivisions and zoning.
- Assist residents with zoning questions and building permit questions when Zoning Officer is unavailable.
- Performs any and all other duties assigned by Township Manager.

QUALIFICATIONS REQUIREMENTS

Knowledge and Abilities

- Knowledge of office practices and procedures.
- Knowledge of Township government structure and process.
- Ability to demonstrate self motivation and work independently.
- Ability to communicate effectively both verbal and written and demonstrate a polite and courteous manner with residents, local groups and other government offices.
- Ability to learn custom computer programs.
- Ability to sit and operate a keyboard for extended periods of time.
- Ability to operate MS office applications; email, outlook, word and excel and to operate a variety of office equipment, e.g. computer, fax, copier.

Education and Experience

- High School Graduate or equivalent.
- Valid PA Driver's License.

This job Description may be reviewed and changed periodically as duties and responsibility change with operational necessity.