

Chippewa Township Receptionist/Front Desk Attendant

Job Description

Job Summary

The basic function of the township receptionist is greeting guests who contact the Township in person, over the phone or via email, while providing assisting the administrative staff.

Duties and Responsibilities

- Answer telephone lines and assist callers with questions, or transfer to appropriate personnel.
- Greet walk-in visitors in a professional manner and able to resolve questions or direct them to staff for resolution.
- Sort and time stamp daily mail and forward to Manager for signature.
- Prepare meeting agendas for Supervisors meetings while attending those meetings, taking notes and typing official minutes.
- Updates lists of ordinances and resolutions
- Submit various legal and non-legal ads in newspaper
- Use RecDesk software to assist with rentals of park shelters and the fieldhouse meeting room.
- Assist with township website updates.
- Process lien letter requests and occupancy forms while contacting Solicitor, Code Enforcement Officer, and Finance Director on updates to the lien letter listing.
- Use RecDesk software to assist with brush compost site permits annually.
- Liaison between residents and refuse company keeping trash exception list up to date. Schedule pick-up and delivery dates of township dumpsters.
- Sell Township recycling bins to residents.
- Responsible for lobby, meeting room bulletin board and informational brochures.

Requirements of Work

- Knowledge of current office methods and procedures.
- Skilled use of office software including, but not limited to Word and Excel. Ability to learn new software and technology easily.
- Work effectively with township officials, other government officials, business associates and township residents in a professional and respectful manner.
- Prepare clear reports and accurate records.

Education, Training, and Experience

- High school education or equivalency preferred.
- One year's experience in clerical, secretarial work, recordkeeping, bookkeeping or business administration.
- Must possess a valid PA Driver's License.



**CHIPPEWA TOWNSHIP
APPLICATION FOR EMPLOYMENT**

Name: _____ Application Date: _____
Current Address: _____
Phone Number: _____
Email Address: _____

Employment Desired

Position: _____
Anticipated Start Date: _____ Salary Requirements: _____
Referred By: _____

Education	Name of School	Graduation Date/Expected Graduation Date
High School:	_____	_____
College:	_____	_____
Trade, Business, or Correspondence School	_____	_____

General

Subjects of Special Student or Research Work: _____
Special Skills: _____
U.S. Military Service: _____

Former Employers (Detail your last 3 employers starting with most recent)

<i>Starting Date/Ending Date</i>	<i>Name & Address of Employer</i>	<i>Position</i>	<i>Salary</i>	<i>Reason for Leaving</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

References (List 3 people who are not related to you whom you have known at least 1 year)

<i>Name</i>	<i>Address</i>	<i>Business</i>	<i>Years Acquainted</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The following statement applies in: Maryland & Massachusetts: it is unlawful in the state of PA to require or administer a lie detector test as a condition of employment or continued employment. Any employer who violates this law shall be subject to criminal penalties and civil liability.

Signature of Applicant

In case of emergency:

Name	Address	Phone
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I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice at any time at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice at any time by the company. I understand that no township representative, other than its Manager and then only when in writing and signed by the Manager, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

Date: _____ Signature: _____

**Please mail or drop off application to:
Attn: Human Resources
2811 Darlington Road
Beaver Falls, PA 15010*

**You may also email applications to: hr@chippewa-twp.org*