

Chippewa Township Receptionist/Administrative Assistant and Recording Secretary

Job Description

Job Summary

The basic function of the part time Township Receptionist is greeting citizens who contact the Township in-person and telephonically while providing assistance to Township Manager and 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.
- Prepare agenda for monthly meetings. Responsible for attending meeting, taking notes and typing minutes.
- Update lists of ordinances and resolutions.
- Record logs and update calendar on Township park shelters. Accept payments from lodgers, and notify road crew of park shelter rental dates.
- Process lien letter requests and occupancy forms while contacting Solicitor, Code Enforcement Officer and Finance Director on updates to the lien letter listing.
- Development compost site permits and accept payment. Maintain orderly log on all receipts and permits.
- Liaison between residents and refuse company keeping trash exception list up to date.
- 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 (i.e., Word, Excel and Zoom).
- Ability to understand and carry out written oral communications.
- Work effectively with Township officials, other government officials, business associates and Township residents in a respective manner.
- Prepare clear reports and accurate records.

Education, Training and Experience:

- High School education or equivalency preferred.
- One year experience in clerical, secretarial work, recordkeeping, bookkeeping or business administration.
- Must possess a valid Pennsylvania driver's license.
- Work day schedule may vary.

Interested parties please contact Chippewa Township Municipal building 724-843-8177 for more information.