

Franklin Township

Administrative Assistant Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

EXAMPLES OF DUTIES:

The duties performed by the Administrative Assistant include, but are not limited to the following:

1. Provide high-level administrative support to the Township Administrator by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.
2. Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
3. Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
4. Open, sort, and distribute incoming correspondence, including faxes and email.
5. File and retrieve documents, records, and reports.
6. Greet and assist visitors.
7. Prepare responses to correspondence containing routine inquiries.
8. Assists the Township Administrator in attending meetings and organizing volunteer boards.

Franklin Township Administrative Assistant Job Description Cont'd

QUALIFICATIONS

Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology

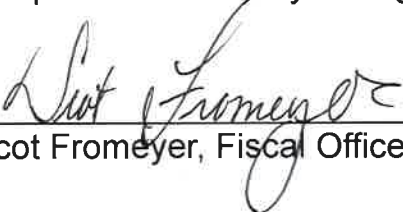
English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service: Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

Education: A high school diploma or GED is required. Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.

Preferred experience would include five (5) years of progressively responsible relevant experience in an administrative, managerial, or senior staff capacity, in a county/municipal/township organization, implementation, and supervision of varied work programs.

Adopted this 24th day of August, 2016.




Scot Fromeyer, Fiscal Officer

Beth Callahan, President



Ron Ruppert, Vice President



Brian Morris, Trustee