POINT TOWNSHIP

Northumberland County

759 Ridge Road, Northumberland, PA 17857-9623

pointtownship.com • (570) 473-3198 • (570) 473-7812 (Fax)

Office Assistant Functions and Qualifications

The Township Office Assistant typically works Monday through Friday, 8am-4pm. The Office Assistant also attends public meetings for the purpose of taking minutes and facilitating the actions of the Board of Supervisors. The following is merely an overview. Other tasks are required in this position. Additionally, the responsibilities may change over the years and the Office Assistant will be required to adapt and incorporate these changes into the office.

Functions of the Office Assistant:

- General
  - Answers telephone calls and greets visitors - provides documents and answers to requests, coordinates requests to other personnel and departments
  - Completes paperwork, receipts, filings and other general functions from the Township office and other Township departments
  - Responsible for processing all payments with completed receipt, and date stamps all bills coming into the Township from all departments
  - Maintains various calendars and schedules for Township and public use
  - Assists Office Manager with facilitating public advertising when necessary
  - Communicates meetings with other local and state government bodies
  - Places all supply orders for all departments
  - Maintaining the Original Ordinance Book as well as the Copy Ordinance Book
  - Maintain Calendar for Pavilion Rentals at the park and creating release and indemnity agreements for each of those rentals
  - Sends invoices for rent to tax collector; field usage at the park; and invoices for reimbursements that were billed to us by the Township Engineer, etc….
  - When out of office or office closed, make sign for front door and change voicemail; turn Township phone over to cell phone
  - Make contact with business/insurance companies for reimbursements due to damage to Township property
  - Keep track of Subdivisions in log with dates of when things are complete
  - Maintain Notary Commission to assist with notarizing documents for the Township
  - Keep packets of information needed in main lobby when residents stop for information
  - Go to the post office when necessary
  - Take plans to County Planning Office

- Computer Based Functions
    - Create spreadsheets and other professional forms, update outdated or sloppy forms
    - Sends/receives various types of digital documents via scan, fax, email, website, internet, etc….
    - Assists the Office Manager with the Budget
    - Completes necessary information in the iWorq program for Rental properties and updates the property section when properties sell to a different owner per County
    - Update Website; add meeting minutes, agendas, ordinances, etc.
    - Work ahead on Re-Org Agenda with those who need to be reappointed for various committees.
    - Makes list of per capita changes to send to County tax assessment
    - Send reminder notices/final notifications to landlords for rental properties
    - Create time sheets for the year for Office Manager and Office Assistant
    - Create yearly file folder labels
    - Assist with updating the handbook when necessary
    - Complete yearly report for the Building/Zoning Permits Isused for New Privately-Owned Housing Units

- Banking
    - Complete deposit slips with check information from all departments
    - Makes deposits to the Bank

- Right-To-Know
    - Assist the Office Manager, when necessary, with compiling information to respond to Right-To-Know requests, in conjunction with the Board of Supervisors and the Township Solicitor

- Township Meetings
    - Prepares for regular and special meetings
    - Creates communication list for Supervisors
    - Creates sign sheets and other related documents
    - Attends meetings after hours - meeting notes and completion of meeting minutes
    - Create list of Communications the Township has received for the Supervisors

Typical Qualifications of a Township Office Assistant:

- Excellent interpersonal skills; able to work with and calm agitated persons
- Desire to help others resolve issues
- Detail oriented and accurate in work product
- Ability to learn and recall information about Township functions
- Thorough understanding of Microsoft Suite, (Word, Excel, Outlook, etc)
- Competency in basic computer skills, including understanding network locations, differentiating between file types; internet; website and/or professional social media experience is a plus
- Proficient in handling typical office equipment, scan/copy/fax

General Information

- Hiring process will consist of
  - Application review
  - Select applicants will be invited to participate in a competitive testing process
  - A conditional offer of appointment will be made, (subject to satisfactory background investigation)
- Probationary period for 1 year – ongoing assessment of employee performance
- Job training will be provided – The Township has many resources available to the newly hired "Office Assistant in training". The actual title will become effective upon the retirement of the current Office Assistant. While this on-the-job training is critical to the success of the position, many of the listed qualifications and experience must be in place upon hiring.
- Salary and benefits will be negotiated based upon experience and other factors.
  - Minimum starting rate will be $ /hr and is based upon a 2080-hour annual work year. The salary may be negotiated higher for well qualified applicants and will be reassessed after training and probationary periods, then annually
  - Paid Health Care and Pension available