

SUMPTER TOWNSHIP

JOB DESCRIPTION

Part time Administrative Assistant – Treasurer's Office

Supervised by: Treasurer and Deputy Treasurer

This position is nonexempt and is paid on an hourly basis; 21-29 hours per week and covered under AFSCME Local 1882.14

Position Summary:

This is a union position under the supervision of the Treasurer and Deputy Treasurer. The Administrative Assistant performs a wide range of customer service, clerical and accounting support to ensure the operations of the Treasurer's Office.

Essential Job Functions:

The employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives, screens and routes telephone calls, assist visitors by ascertaining needs, initiate necessary paperwork or refer to appropriate staff member/office.
2. Receive and process tax payments, water/sewer/rubbish payments and all other funds including but not limited to Senior Center, Police and Fire Department.
3. Open mail and process payments in BS & A Cash receipting program
4. Issue Dog License verify and record information and maintain related records and filed.
5. Performs Notary services for the public.
6. Assist and perform other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

Requirements include the following:

- High school graduate with 2-5 years' experience in office setting or local government.
- Computer literate in relevant software programs.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with Township employees, residents of the Township, representatives of other governmental units, professional contacts, elected officials and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines and in emergency situations requiring a high degree of accuracy and attention to detail.
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, financial institutions, government entities and others. Required to handle problems and conflicts in a tactful, courteous and respectful manner. Ability to multitask under demands such as working with a disgruntled customer with other customers waiting, telephone activity
- Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master B S & A Software, and new technologies.

Physical Demands and Work Environment:

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

The employee performing this position must be physically able to perform general office duties; waiting on the Public, working at a desk and or a computer. Bending, stooping, crouching, and or lifting to retrieve documents, books etc. Employee must be able to lift and carry up to 25 lbs. (boxes of files).

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.