

BATH CHARTER TOWNSHIP

Job Description

Title: Assistant to the Clerk & Clerical Support

Reports to: Township Superintendent

Positions Supervised: None

Employment Status: FLSA Non-exempt (hourly), full-time, some overtime required.

Broad Statement of Responsibilities:

Responsible for performing diverse administrative assistance and general office support services for the Township Superintendent and Township Clerk as required to facilitate efficient office operations. Researches and responds to both routine and unique matters regarding a wide variety of Township matters.

Specific Duties and Responsibilities:

1. Provides clerical support services including sorting and distributing mail, planning, organizing, posting meeting notices and publications, and coordinating detailed requirements for a wide range of meetings and conferences for the Township Superintendent and Township Clerk.
2. Maintains office files in manual and computerized modes for recordkeeping; obtains, gathers, and organizes pertinent data and assembles into usable form. Manages record retention for the Clerk's office.
3. Assists Deputy Treasurer with processing incoming tax payments, and in the absence of the Deputy Treasurer, balances all monies received.
4. Acts as receptionist by receiving and assisting walk-in visitors and answering phone calls, ascertains the nature of their business, provides positive first impression in explaining Township policies and procedures, refers visitors to appropriate departments or other agencies, or initiates action on behalf of appropriate Township department and conducts follow-up.
5. Processes rental reservations and maintains rental files for Township properties.
6. Assists Township Clerk with election duties, including but not limited to answering election questions, mailing Absentee Voter Ballots, receiving new elections forms, processing forms and inputting voter information into QVF database.

7. Assists Township Clerk with Freedom of Information Act (FOIA) requests, including receiving requests, identifying and collecting materials needed to fulfill requests, and writing and sending extensions letters and response letters for requestors.
8. Assists Township Clerk with resident inquiries into cemeteries, including cemetery rules and regulations, maps, costs associated with lot and foundation sales, opening and closing of grave sites, and burial locations. Maintains cemetery recordkeeping and updating cemetery database.
9. Processes sewer/water paperwork for contractors/builders; faxes/mails permits to SCCMUA and Board of Water & Light.
10. Conducts and compiles research for Township Superintendent and Township Clerk on a variety of topics as assigned.
11. Assists Deputy Clerk with accounts payable duties as assigned, such as creating invoices, receiving payments, and collecting receipts.
12. Assists Deputy Clerk with sewer program as assigned, such as creating a processing sewer bills, and ensuring accuracy and maintenance of the utility bill program.
13. Performs other tasks and projects as directed by the Township Superintendent and/or Township Clerk.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Desirable Employment Qualifications:

- High school graduate with a minimum of three years of relevant experience.
- Proven knowledge of the principles and practices of local government with emphasis on accounting and customer service practices.
- Considerable computer usage skills with experience in online database information systems.
- Must possess a high level of interpersonal skills to communicate effectively with residents and co-workers in the office, on the telephone and in writing.
- Ability to meet the public and discuss problems, complaints, and issues of concern in a tactful, courteous, efficient, and effective manner. Must be able to exercise independent judgment when addressing resident's problems and concerns.
- Strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives.

- Detail-oriented, ability to multi-task, and meet multiple deadlines.
- Willingness to learn new skills in order to achieve or exceed goals.
- Flexibility to work various times. Possess good time management and organizational skills, and determination to handle deadlines and a wide variety of duties each day.
- Commissioned as a Notary Public.