

# **TOWNSHIP OF MOON**

## **JOB DESCRIPTION**

**DEPARTMENT:** ADMINISTRATION

**JOB TITLE:** RECEPTIONIST - ADMINISTRATION

**IMMEDIATE  
SUPERVISOR:** TOWNSHIP MANAGER

**DATE:** NOVEMBER 20, 2018

### **PRIMARY FUNCTION:**

The Receptionist for Administration performs routine clerical, secretarial and administrative work such as answering telephones, receiving the public, providing customer assistance, making copies, and scanning documents and plans. This position has no supervisory responsibilities.

Supervision and guidance will be provided by the Township Manager and Assistant Managers.

### **ESSENTIAL FUNCTIONS**

1. Ability to effectively communicate with co-workers, management, and citizens when acting as a receptionist, answering inquiries, processing information of making referrals to the proper staff person.
2. Answers central telephone system, takes messages and directs calls accordingly.
3. Receives the public and answers questions, in person and by telephone; responds to inquiries in a professional manner.
4. Operates listed office machines as required.
5. Scheduling Conference Rooms.
6. Prepares outgoing mail; sorts and distributes incoming mail.
7. Duplicates, scans and distributes materials.
8. Composes, types and edits correspondence, reports, memoranda and other material.
9. Orders, receives, maintains and stocks office supply inventory.

**WORK PERFORMED:**

1. Prepares via typing or other format all manner of Township documents including lien letters, road opening permits, forms, memoranda, applications, as needed for Township management.
2. Works with diplomacy and tact in meeting the public and in performing public duties, such as answering the telephone, recording messages, screening and directing visitors to the appropriate office or building, hearing complaints or requests, relationships, and securing and furnishing other information.
3. Maintains various records of all types by ensuring they are properly filed, indexed and up to date; removes materials from files upon request, and keeps records of the movement of file materials.
4. Receives, sorts, stamps and distributes mail.
5. Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.).
6. Coordinates the proper distribution and disposition of notices, memoranda, directives and related materials.
7. Collects service, license and other fees due the Township and issues proper receipts.
8. Operates computer, copier/scanner, mail machine and all other related office equipment.
9. Sets up and prepares public meeting rooms as necessary.
10. Performs any other duties or functions as assigned from time to time by Township management.

**REQUIRED TRAINING, EXPERIENCE AND SKILLS:**

1. Graduation from high school or GED equivalent with specialized course work in general office practices that are reflective of the types of duties for this position.
2. Two years of increasingly responsible related experience, or any equivalent combination of related education and experience.
3. Experience in MS Office, MS Word, MS Excel, MS Powerpoint.

4. Experience in preparing executive level correspondence for others.
5. Skilled in typing and word processing.
6. Skilled and experience in the operations of computerized systems in order to design or complete spreadsheets, form, word processing assignments, brochures, certificates and programs.
7. Experience in software with personal computers related to spreadsheets, databases and word processing.
8. Skilled in the operation and maintenance of a number of office machines and equipment such as computers and photocopiers. Makes photocopies and scans various materials as requested.

**PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job inside a building, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:**

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager \_\_\_\_\_ Date \_\_\_\_\_

Incumbent \_\_\_\_\_ Date \_\_\_\_\_