

PLAINFIELD TOWNSHIP, NORTHAMPTON COUNTY

JOB DESCRIPTION- FULL-TIME ADMINISTRATIVE ASSISTANT

Position: Full-Time Administrative Assistant

Position Overview: The Full-Time Administrative Assistant is appointed by the five (5) member Board of Supervisors, who collectively serve as the elected, decision-making governing body. The appointment term generally commences from the annual reorganization meeting in January and is on a year-to-year basis. The position of Full-Time Administrative Assistant is an “at-will” employee of Plainfield Township as that term is defined in the Commonwealth of Pennsylvania. The duties of the Full-Time Administrative Assistant are both ministerial and discretionary in nature.

Position Classification: Non-Exempt; Hourly; Non-Union (At-Will)

Direct Reports To: Township Manager and/or Township Secretary

Position Requirements: The Full-Time Administrative Assistant position is primarily clerical in nature, and the employee is largely responsible for the maintenance and preservation of Township records, taking notes, assisting with the preparation of meeting minutes for approval by the Board of Supervisors, providing administrative support to both the Planning Commission and the Zoning Hearing Board, providing administrative support to the Zoning Officer, Township Treasurer and the Township Manager, preparing and distributing official correspondence, advertising and filing legal notices in conjunction with the Township Manager/Secretary, communicating with citizens and consistently maintaining appropriate levels of office supplies. The Full-Time Administrative Assistant also serves as the appointed Planning Commission Secretary, at the sole discretion of the Board of Supervisors.

Position Responsibilities:

- Assists the Township Manager and/or Township Secretary with the compiling of records as required for the review of the Board of Supervisors in preparation for each meeting.
- Assists the Township Manager and/or Township Secretary with the preparation of accurate and complete meeting minutes for approval by the Board of Supervisors. Minutes should be prepared and distributed in an expedient manner following Board meetings. Once minutes are approved, they are copied into the official minute book and also placed on the Township website. Minutes are prepared in accordance with the Commonwealth of Pennsylvania Sunshine Act.
- Receives both paper and electronic correspondence and distributes the same to the appropriate officials, whether members of the Board of Supervisors, the Township Manager, the Township Treasurer or members of other public agencies of the Township, including but not limited to the Planning Commission and the Zoning Hearing Board. Communications received shall be date stamped, transmitted to the appropriate officials and/or employees, and filed in the appropriate physical and/or digital location.

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- Answers inbound telephone calls to the Township Office and directs calls to the proper official, and if appropriate, assists the caller with their needs. All calls are handled in a professional manner.
- Serves as the appointed Planning Commission Secretary, in the sole discretion of the Board of Supervisors.
- Providing administrative support to the Zoning Hearing Board, the Township Treasurer, the Township Manager, and the Zoning Officer as per the needs of the Township.
- Assists the Township Treasurer with keeping distinct and accurate accounts of all sums received from taxes and all other revenue sources, accounting entries, compiling reports, and processing payroll, as determined to be necessary by the Township Manager and/or Township Secretary.
- Advertises official legal notices in newspapers of general circulation as defined by the Newspaper Circulation Act; examples of legal notices include but are not limited to public notice of regular and special meetings of the Board of Supervisors, Planning Commission, Recreation Board and the Environmental Advisory Council, notice of bids and the Annual Budget for public inspection.
- The Full-Time Administrative Assistant is generally the first employee to greet visitors to the Township at the front window of the Township Office and assist them with their needs.
- The Township Manager and/or Township Secretary may assign other responsibilities to the Full-Time Administrative Assistant as is necessary and required for the efficient and effective operation of the Township.

Work Location, Work Hours and Social Environment: The Full-Time Administrative Assistant position is primarily situated at the Plainfield Township Municipal Building in an office environment. Travel in or around the local vicinity is required from time to time as per the administrative needs of the Township. The Full-Time Administrative Assistant may be required to travel for training outside of the local area on a limited basis at the discretion of the Board of Supervisors. For those rare instances, the procedures for reimbursement of travel expenses are contained within the Plainfield Township Personnel Manual.

Normal working hours are from 8:00 A.M. to 4:30 P.M., Monday through Friday, with a one (1) half hour unpaid lunch period each day; work hours shall not exceed forty (40) hours per week without prior approval from the Township Manager. As noted elsewhere, this position requires the mandatory attendance of agency meetings which are scheduled in the evening outside of normal working hours.

The current administrative structure of the Township will require the Full-Time Administrative Assistant to interact with the Township Manager, the Township Treasurer, the Zoning Officer, other office personnel, the Road Department Foreman and various members of the Road Department on a daily basis. Residents, business owners, current vendors, potential vendors, potential and current subdivision/land development

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applicants, employees of the Slate Belt Regional Police Department and individuals/groups seeking permits will consistently interact with the Full-Time Administrative Assistant on a semi-daily or daily basis.

Conditions of Employment:

- Ability to understand and adhere to all provisions contained within the Plainfield Township Personnel Manual as currently in effect. All new hires and current employees are required to sign off on their acceptance and understanding of the provisions contained within the Plainfield Township Personnel Manual as a condition of employment.
- Must be able to obtain a public bond from a surety company in an amount that is determined to be sufficient by the Board of Supervisors in order to faithfully perform the duties of the position.
- Any employee whose work duties and responsibilities require the skills necessary to operate a Plainfield Township vehicle must hold a valid Pennsylvania State Driver's License. As a condition of new employment, all employees who are assigned work which entails the operation of a Plainfield Township vehicle will be required to submit to a Pennsylvania Department of Transportation (PennDOT) records check. A report received by the Township indicating that a license has been suspended or revoked may be cause to deny, suspend or terminate employment.
- This position is subject to the annual filing requirements of the Commonwealth of Pennsylvania Public Official and Employee Ethics Act (**§ 1104. Statement of financial interests required to be filed**).
- The Full-Time Administrative Assistant shall take an Oath of Office pursuant to the requirements of the Second Class Township Code prior to performing the duties of the office.

Required Knowledge, Skills and Abilities:

- Working knowledge of Municipal Government.
- Working knowledge of Microsoft® Suite of products, including Word, Excel, Access & PowerPoint.
- Working knowledge of accounting software.
- Strong interpersonal skills.
- Working knowledge of the Internet and electronic communication.
- Excellent communications skills, both written and oral.

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- Ability to learn and apply a variety of laws, ordinances, rules, requirements and procedures applicable to Township business.
- Ability to understand and carry out written and oral instructions.
- Ability to work effectively with Township officials, other government officials, business associates and the public.
- Performing mathematical computations of the time required for public notices or other legal procedures affecting municipalities in accordance with the Statutory Construction Act or other relevant statute.
- Ability to consistently attend meetings which are scheduled in the evenings outside of normal work hours.
- Attendance of training as determined by the Township Manager.

Education/Training and Experience or Ability to Learn:

- BS or BA degree in Public Administration or related degree; or, previous experience in a similar position.
- Former or current employment in a related field of public/non-profit administration.

Physical Conditions:

Physical Ability: Tasks require the ability to exert medium-level physical effort in performing sedentary to moderate work. Some of these tasks may involve lifting, carrying, pushing and/or pulling of objects and materials of weight, which could range from approximately fifteen (15) to thirty-five (35) pounds. Tasks may involve the need to climb steps. Tasks may involve the need to traverse on foot. Tasks may involve bending and/or crawling for short distances in cramped areas.

Sensory Requirements: Most tasks require visual perception and discrimination. Most tasks require oral communications ability.

Environmental Factors: Tasks at times are performed with exposure to normal environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise.

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Performance Aptitudes:

- *Data Utilization:* Requires the ability to evaluate, audit, deduce, and/or access data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.
- *Human Interactions:* Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such interactions within established policies, procedures and standards.
- *Equipment, Machinery, Tools, and Materials Utilization:* Requires minimal ability to operate equipment machinery, tools, and/or materials used in performing essential functions.
- *Verbal Aptitude:* Requires the ability to utilize a wide variety of reference, descriptive, design, and/or advisory data and information.
- *Mathematical Aptitude:* Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals, percentages and areas.
- *Proof of Identity:* Plainfield Township is required to verify that each newly hired employee can be legally employed in the United States. Documentation is required from the employee which establishes and verifies both identity as well as legal employment eligibility.
- *Motor Vehicle Record Check:* Each prospective employee will have their motor vehicle record (MVR) reviewed by management initially at hire and annually thereafter. All employees shall provide written consent and/or authorization, upon request, to the Township to complete a background check on a form prescribed by the Township. Prior to employment, a prospective employee must give consent to the Township to perform a criminal background check through the Pennsylvania State Police.
- *Pre-Employment Drug Screen:* Prospective employees who have been extended a conditional offer of employment for the Full-Time Administrative Assistant position by the Board of Supervisors are required to successfully pass a pre-employment drug test screen. Prospective employees will be provided with both the proper form and the location of the screening.

Probationary Period: As per the provisions of the Plainfield Township Personnel Manual as currently in effect, the probationary period of the Full-Time Administrative Assistant position is set at one hundred eighty (180) days.

Benefits: All benefits are provided as per the provisions of the Plainfield Township Personnel Manual as currently in effect.

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Equal Opportunity Employer: Plainfield Township is committed to the principle of equal employment opportunity pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the Pennsylvania Human Relations Act. In the administration of this policy, the Township does not discriminate on the basis of race, creed, sex, color, religion, national origin, ancestry, age, marital or political status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability, liability for service in the United States armed forces, and/or any other characteristic protected by law.