



## Job Posting Notice Office Assistant

Date Posted: April 14 2022

Application Period: April 14 2022 – Until Filled

To Apply: Send a completed township employment application, a cover letter, and a resume to [HR@ktwp.org](mailto:HR@ktwp.org)

Pay: \$19.00/hr - \$22/hr, dependent upon experience

Benefits: Health, Dental, and Vision Insurance, Paid Sick, Paid Vacation, Tuition Reimbursement, Retirement plans with employer contribution, LTD and STD Insurance, available Life insurance

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**Title:** Office Assistant/Cashier/Receptionist

### **Nature of Work:**

Under the supervision of the Township Manager and/or a higher classified employee, serves as a full or part time level clerical worker, performing a variety of clerical related support tasks in the area of assignment. Positions in this classification will require proficiency in word processing, automated data entry and retrieval, account keeping, record keeping and computer/software operation.

### **Examples of Work:**

The positions in this classification assigned to the Township Manager's Office, serve as the "Cashier", which involves activities such as but not limited to:

- Collects current taxes, special assessments, violation charges and other payments due the Township, prepares receipts, processes bank deposits and balances cash register.
- Searches for and checks records in response to requests for information, either manually or in computerized databases.
- Investigates and collects delinquent personal property taxes, maintaining records of accounts and disburses payments to appropriate personal property tax accounts.
- Posts taxes and special assessment payments, maintains records of various accounts and disburses payments.
- Types a variety of materials such as letters, memos, purchase orders, invoices, requisitions and other similar items.
- Receives telephone calls and assists walk-in visitors. Receives complaints and requests for information or services, collects information from applicants for municipal services, explains departmental procedures according to well-defined guidelines, or refers them to appropriate personnel.
- Assists with the collection and preparation of passport information
- Assists with upkeep of cemetery records and sale of burial plots
- Assist with rental of rooms at Fire Stations
- Maintains a variety of related records for the area of assignment, including daily departmental activities, accounts and payments, and prepares or revises various related reports for township administrative use.
- Operates various pieces of office equipment, such as copiers, faxes, scanners, calculators, and computer equipment.
- Sorts, and distributes mail.
- Performs a variety of other duties and activities related to special projects or programs, peculiar to the area of assignment.
- Performs various other clerical related tasks in a training capacity, or as workloads, temporary absences or emergencies dictate.

*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.*

**Employment Qualifications:**

**Education:** Possession of a high school diploma or the equivalent with courses in typing, bookkeeping, accounting and computer operations.

**Special Requirements:** Bondable, the job assignments involve the handling and exchange of money.

**Knowledge, Skills and Abilities:** A minimum of one to three years of clerical support account/bookkeeping and office experience or the equivalent. Excellent communications skills, organizational proficiency and the ability to work independently and meet required deadlines while completing other tasks. Able to perform work in a thorough and conscientious manner with attention to detail, identify problems and make well-informed and objective decisions, determine the accuracy and relevance of information, and use sound judgment. Able to adapt to changes in the work environment and manage competing demands.

*The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.*

**Physical Demands and Working Conditions:** While performing the duties of this job, the employee is required to stand, bend, walk, kneel, and lift and/or move items of moderate weight.

*The physical demands and work environment characteristics listed above are representative of those an employee encounters while performing the essential conditions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

For purposes of Employment Standards, this classification is “Non-Exempt” from the overtime provisions of the Fair Labor Standards Act.

**Job Type: Full-time**

If you are interested in applying, please send a [Township Application](#), cover letter, and resume to [HR@ktwp.org](mailto:HR@ktwp.org)