**JOB DESCRIPTION**

**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 and posts taxes, special assessments, violation charges, and other payments due the Township, prepares receipts and balances cash drawer.
* Research requests for information, either manually or in computerized databases.
* Collects delinquent personal property taxes, maintains records of accounts, and disburses payments to appropriate personal property tax accounts.
* Types of a variety of materials such as letters, memos, purchase orders, invoices, requisitions, and other similar items.
* Receives and directs 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, or refers them to appropriate personnel.
* Maintains a variety of related records for the area of assignment, including daily 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 to 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.

**Knowledge, Skills, and Abilities:**  A minimum of one year of clerical support account/bookkeeping and office experience or the equivalent.Excellent communication skills, organizational proficiency, and the ability to work independently and meet required deadlines while completing other tasks. Able to perform work thoroughly and conscientiously 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 encounter 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.*

*8/25/2022*