



Hamilton Township Administrative Assistant

Physical Work Location: 6400 Lockbourne Road, Lockbourne, Ohio 43137

Job Class: At Will

Pay Type: Hourly, Overtime Applicable

Schedule: Monday – Friday, 8:00 am – 4:00 pm

Reporting Supervision: Township Board of Trustees

Summary

Under the general supervision of the Board of Trustees, the Administrative Assistant is responsible for performing clerical support for the Township office including answering telephones, greeting visitors, typing, and filing.

Job Functions

- Maintain and update administrative workflow
- Greet visitors and answer incoming calls
- Complete administrative projects and assist with special events
- Attend Township meetings; record and distribute Township meeting minutes
- Coordinate, post and distribute Township meeting agendas
- Process assigned payables into accounting system
- Copy and maintain new hire packets
- Coordinate and process Fire permit payments
- Responsible for filing office correspondence and record keeping
- Receive, sort, and distribute incoming mail
- Accept complaints from citizens and forward to the appropriate personnel
- Schedule Township Hall rentals, process payments and communicate rental responsibilities.
- Perform light hospitality when necessary
- Maintain and order office supplies as needed for the Township including the Fire Department.
- Perform other related duties as directed

Qualifications, Skills, and Abilities

- High school level graduate or GED required
- Ohio Notary Commission preferred
- Three (3) years of related business experience preferred, preferably in the public sector
- Ability to establish and maintain an effective working relationship with Township Officials, supervisory personnel, Fire Department, Township employees, and the general public
- Ability to maintain files and records efficiently
- Ability to communicate effectively both written and orally
- Knowledge of standard office equipment and skilled in Microsoft Office

Special Conditions of Employment

- Regularly required to sit, stand and walk
- Occasionally lift and/or move up to ten (10) pounds
- State of Ohio driver's license required
- Constantly operates a computer and other office machinery
- Successful candidate recognizes the requirement to maintain confidentiality when handling personal or sensitive information
- This position description is subject to change at any time