

GREEN LAKE TOWNSHIP JOB DESCRIPTION

TITLE: At-Will/Administrative Assistant

GENERAL SUMMARY:

Responsible for performing diverse administrative assistance and general office support services for the Township Board Of Trustees and other Township Staff, under the general direction of the Township Supervisor. Researches and responds to both routine and unique matters regarding a wide variety of Township matters and during high demand periods, to help out all departments wherever applicable.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. To assist the general public in matters pertaining to Green Lake Township business and direct telephone calls and walk ins to the appropriate official or staff.
2. To accept for completeness and issue applications, and collect fees for land use, variance or special use permits.
3. To collect fees for Golden Fellowship Hall and Pavilion rental fees, softball registration and signup fees and other fees as they come up.
4. To assist township officials and staff and provide administrative and clerical support with typing, filing and mailings as needed.
5. Golden Fellowship Hall and Pavilion rental schedule.
6. Parks & Recreation schedule.
7. Assist Parks and Recreation Coordinator with ball schedules, fees, and scores.
8. Order office supplies for Township, Fire Department and EMS.
9. Preparing reports, correspondence and publish newsletter and/or other spreadsheets when requested.
10. Assist Treasurer with phone calls and tax questions, collections and help where needed.
11. Collect and distribute mail and messages.
12. Other duties as they may be assigned, keeping the office and front desk running as smoothly as possible.
13. Attend necessary classes and training sessions to facilitate these responsibilities.

EMPLOYMENT QUALIFICATIONS:

Should have the equivalent of the following training and experience:

1. High School diploma.
2. Background and/or training in general office clerical responsibilities.
3. Must have Multi tasking skills and organizational skills.
4. Computer skills with knowledge and experience of Micro Office (Word, Excel,

- Publisher applications).
5. Understanding of Township functions and procedures.

OTHER REQUIREMENTS:

The ability to work with and communicate with other elected and appointed officials and the public using appropriate etiquette and diplomacy, along with good telephone etiquette and skills.