



JOB TITLE: Administrative Assistant
DEPARTMENT: Service
CLASSIFICATION: Full Time
FSLA STATUS: Non-Exempt

MIAMI TOWNSHIP SERVICE
Job Description

POSITION SUMMARY

Under the supervision of the Township Service Director serves as administrative support to the Service Department. Performs a variety of administrative and cemetery management assistance; prepares purchase orders; inputs invoices for payment; responsible for maintaining public records of the Service Department.

SUPERVISION EXERCISED

- None

EDUCATION/EXPERIENCE

- High School Diploma or equivalent
- Three years of progressively responsible administrative assistance or project management experience is preferred
- Experience with a local government or a public school district is preferred

MINIMUM ACCEPTABLE CHARACTERISTICS AND ABILITIES

- Demonstrate professional customer service to the public
- Ability to respond to routine inquiries from public officials and the public
- Ability to establish and maintain effective working relationships with co-workers, vendors and the public
- Ability to handle confidential information appropriately
- Working knowledge of office automation and Microsoft Office software products
- Demonstrates flexibility and cooperative attitude when faced with change
- Demonstrates resiliency when faced with adversity
- Possess and maintain a valid driver's license
- Ability to maintain professional poise while performing cemetery lot sales





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ESSENTIAL FUNCTIONS AND DUTIES

- Assist Service Director with preparation of public meeting reports
- Processes invoices for payment, inputs purchase orders into our accounting software, receipts permit and cemetery receipts into accounting system
- Receives requests and complaints from the public concerning maintenance or safety issues in our cemetery, parks, and on our roads and channels the requests to appropriate personnel, follows up on the corrective actions, and sees that replies to the inquiries are given
- Provides safekeeping of and access to public records in accordance with Township and State policies.
- Composes drafts of correspondence to vendors, contractors, and residents
- Manages and tracks timekeeping for payroll and manages payroll processing
- Orders building and office supplies
- Provides backup assistance to the reception area of the administration area of the Township Civic Center
- Performs other related duties as required.

PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.
- Must occasionally lift and/or move boxes weighing up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to focus.



