



Apply immediately online at <http://www.washingtontwp.org/jobs> and click on any of the red Apply Here buttons.

Completed application materials must contain a cover letter, resume, and online application (with copies of documentation).

For first consideration, requested materials must be received by 4:00 p.m. Wednesday, January 31, 2018.

Incomplete application submittals may not be called or considered.

JOB OPPORTUNITY

FULL-TIME SECRETARY

Recruitment Open Until Filled. First Interviews Scheduled after January 31, 2018.

THE POSITION:

Washington Township, Montgomery County, Ohio, is seeking a motivated and dynamic professional for secretary position for the Township's Development Services and Public Works Departments. Candidates must demonstrate the ability to perform diversified secretarial and administrative tasks including typing and utilizing a computer for word processing. Candidates must readily apply a good working knowledge of administrative procedures and the Microsoft Office suite of programs. This position is responsible for secretarial and administrative work involving a variety of tasks and complex clerical activities. The work requires exercising good judgment in the application of prescribed procedures, methods and handling of routine operational matters. Additionally, this position must take initiative to quickly and effectively resolve routine and technical issues by providing accurate responses to public and employee inquiries. Duties performed under the general supervision of the Development Director.

Secretarial duties include: Providing support to the Department Head in managing the day to day tasks of the offices; answering incoming calls and distributing them accordingly; composing and typing letters, memoranda, records, reports, and other materials from clear copy or rough draft; coordination of requisitions and accounts payable activities; maintains confidential Department files; remaining current on rapidly changing office technology; using various online research tools and databases; assisting Department Heads in preparing for Board and Commission meetings by assembling documents, correspondence, including the gathering of reports and media from other Township Departments, and copying materials pertaining to agenda items; welcomes and assists office visitors and other members of the public; maintaining office supplies and placing orders for same; managing files in compliance with records retention schedules and other federal and state requirements; performing other duties and projects as assigned.

QUALIFICATIONS:

The ideal applicant will have: excellent administrative, organizational, customer service and communication (oral and written) skills, a high level of proficiency in office computer applications and word processing; and the ability to deal effectively with all levels of staff, Township officials, police, and the general public. Candidates should have good working knowledge of office terminology, procedures, equipment, business math and English; working knowledge of government systems; and ability to transcribe at a reasonable speed; proficiency and accuracy in typing and excellent computer processing skills with proficiency in the use of Microsoft Office (particularly Word and Excel) and other related software programs; ability to maintain complex clerical records and prepare reports from such sources; ability to make routine decisions in accordance with laws, resolutions, regulations, and established policies; general clerical aptitude; good judgment; tact and courtesy; ability to get along well with others. Regular and predictable attendance is required. A high school diploma or equivalent with additional training relating to secretarial, office skills, or any equivalent combination of training and experience that provides the required knowledge and skills is required. Background in zoning, public works, or other related field is desirable.

COMPENSATION & BENEFITS:

Pay range is \$19.31 to \$25.41 hourly/\$40,165 to \$52,853. Entry rate is contingent upon candidate's experience, qualifications and related skills, knowledge and ability. Excellent benefits.

APPOINTMENT PROCEDURE:

Selection process will include a review of all submitted materials. The appointment procedure may include written/video tests, assessment centers, interviews and polygraphs. Candidate will be required to complete a criminal background check, driver's license review and personal background investigation.



SECRETARY

Employment Status: Full-Time
FLSA Status: Non-Exempt
Reports To: Supervisor, Department Head or Township Administrator

Approved: September 1, 2010
Revised: April 19, 2016
Reviewed: January 9, 2018

JOB SUMMARY

Under general direction of the Division Supervisor, Department Head, or Township Administrator, performs a wide variety of secretarial duties and related tasks in support of administrative efforts for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Responsible for administrative support of department and/or administration, including answering telephone, screening calls and visitors and providing information based on subject knowledge in response to public inquiries.
- Keeps appointment schedule for department head and/or supervisor(s) and/or administrator and arranges meetings and conferences and contacts individuals to set time for or cancel meetings.
- Composes replies to correspondence in accordance with established procedures.
- Collects information and compiles reports on subjects of routine difficulty related to specialized field of work.
- Maintains employee and equipment records, as assigned.
- Prepares accounting and statistical tables, reports and miscellaneous materials, as directed.
- Routes incoming mail and assembles files and other materials.
- Maintains cross-reference office files and a variety of other records.
- Sorts, indexes and files materials alphabetically, numerically and geographically.
- Assists in the ordering, receiving, stocking and distribution of office supplies and equipment.
- Assists supervisor in preparing materials for meetings, attends meetings, and takes meeting minutes, as assigned.
- Creates and coordinates requisitions and accounts payable activities for departments.
- Operates all standard office equipment necessary for completion of assigned administrative duties.
- Uses a personal computer and related software programs to create spreadsheets, reports and correspondence.
- Provides excellent customer service.



REPRESENTATIVE LIST OF RESPONSIBILITIES *(continued)*

- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Minimum of three (3) years of progressive experience in an administrative support environment.
- Working knowledge of standard Microsoft Office software applications (e.g., Word, Excel, and PowerPoint).
- Any combination of training and experience which provides the necessary knowledge, skills and abilities.

PREFERRED EDUCATION AND EXPERIENCE

- Associate's degree in Business Information Systems or related field.
- More than three (3) years of progressive experience in an administrative support environment.
- Extensive knowledge of advanced Microsoft Office software applications (e.g., Word, Excel, PowerPoint).

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Minimum of three (3) years of progressive experience in an administrative support environment.
- Working knowledge of standard Microsoft Office software applications (e.g., Word, Excel, and PowerPoint).



PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- Ability to obtain CPR, AED and First Aid certifications, as job assignment requires.
- General knowledge of standard office procedures and professional behavior.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to effectively and professionally represent the Township while speaking before groups.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Strong oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and professionally, and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, understands and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as required.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Minimum of three (3) years of progressive experience in an administrative support environment.
- Working knowledge of standard Microsoft Office software applications (e.g., Word, Excel, and PowerPoint).
- Maintain CPR, AED and First Aid certifications, as job assignment requires.
- Ability to make minor decisions in accordance with laws, regulations and established Township policies.
- Ability to communicate policies in a tactful and instructive manner and maintain confidentiality of material.
- Ability to originate routine correspondence based on direction.



DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- Extensive knowledge of Microsoft Office software applications (e.g., Word, Excel, PowerPoint).
- Demonstrated ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, and abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eyesight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain.
- Frequent sitting, as required.
- Move about in close quarters and areas.
- Any other physical requirements as job changes.