

**Job Objective (Purpose of the position):** Provides clerical support for supervisors and other public works personnel.

**General Definition**

This is routine clerical, typing and computer work of moderate difficulty. The employee in this position performs skilled typing tasks, but emphasis is on the responsibility in performing and organizing the clerical work. The employee is responsible for making minor decisions and works in accordance with instructions and established routines.

**Supervision Exercised**

None

**Supervision Received**

Under the close supervision of the Director of Public Works.

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**Work Schedule**

The employee in this position is required to work weekdays from 7:00 AM to 3:30 PM, with a ½ hour lunch period, for a total of 37.5 hours per week. The employee is not normally required to work more than scheduled except in an emergency situation.

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**Essential Job Functions (the listed examples may not include all of the tasks which may be required of this position)**

- Screens and redirects incoming telephone calls; records messages; handles non-technical phone requests for Supervisor.
- Types letters, reports, memoranda, and forms from copy, drafts, or instructions; transcribes dictated material.
- Accesses, inputs, and retrieves information from computer.
- Operates office equipment.
- Maintains and files correspondence, plans, reports, and records; maintains manuals, books of procedures, and bulletins.
- Transfers outdated file material to Township archives.
- Assimilates reports from multiple documents.
- Refines office systems for efficiency.
- Researches data for special projects as assigned by Supervisor.
- Interacts with the public regarding Township regulations, ordinances, and procedures.
- Drafts weekly payroll for the Public Works Department and submits to the Director of Public Works
- Orders and maintains janitorial supplies for all municipal buildings

**Department:** Public Works**Job Category:** Office & Clerical**Essential Knowledge and Abilities**

- Considerable knowledge of secretarial practices and office procedures.
- Considerable knowledge of proper grammar and spelling practices.
- Excellent typing/computer skills
- Excellent proofreading, filing and mathematical skills.
- Excellent organizational and scheduling skills.
- The ability to communicate effectively.
- The ability to work closely with people.
- The ability to take dictation and use a dictation machine.
- The ability to deal with difficult residents.
- The ability to run various office machines: fax; postage; photocopier, etc.
- The ability to utilize Microsoft Office software to create letters, spreadsheets, e-mails and other reports and presentations.
- The ability to understand and follow instructions.
- The ability to organize and prioritize workload efficiently.

**Physical Demands**

- The ability to Sit and perform fine manipulation continuously; bend and reach at all levels occasionally.
- The ability to sit and handle office implements frequently.
- The ability to use hands to finger, handle or feel.
- The ability to reach with hands and arms.
- Frequent lifting of light objects (less than 25 pounds).

**Minimum Education, Training and Experience Required**

A high school diploma or equivalent. Extensive knowledge of standard office procedures is required. Two years of advanced secretarial experience or related training is preferred.

**Job Location (Place[s] where work is performed)**

Springfield Township Public Works and Administration building

**Equipment (Examples of machines, devices, tools, etc. used in job performance)**

Personal Computer; typewriter; phone; fax machine; postage meter; photocopier.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_