

**Job Objective (Purpose of the position):** Provides office and clerical support for the Office of Community Development.

**General Definition**

This is advanced clerical, typing and stenographic work of routine difficulty. The employee in this position performs skilled typing tasks, but emphasis is on the difficulty and 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  
Office/Communications Manager and  
Planning & Zoning Director

**Work Schedule**

The employee in this position is required to work weekdays from 8:00 to 4:30 for a total of 37.5 hours per week and a summer work schedule 8:00 to 5:30 Monday – Thursday and 8:00 to 11:30 Friday. The employee is not normally required to work more than scheduled.

**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 and walk-in requests for the Office of Community Development.
- Schedules inspections and other appointments for staff members.
- Types permits and reports regularly, and letters, memoranda, meeting minutes occasionally.
- Assists the public and Township personnel in review of engineered plans, property files and other records.
- Interacts with the public, developers, lawyers, and Township reviewing agencies regarding Township regulations, ordinances, and procedures
- Prepares weekly zoning certification and highway permit list; issues inspection reports, violation letters and highway permits.
- Registers property deeds and maintains deed files; prepares monthly deed report.
- Maintains and purges departmental files and correspondence, building plans, reports and records in accordance with the PA Records Retention Manual; Transfers outdated file materials for archival storage.
- Maintains files and reports related to worker's compensation claims; coordinates interaction between workers compensation insurance providers and Township.
- Processes and issues weekly transmittals to Finance Department.
- Relieves Township Receptionist/Operator during lunch break and other absences

- Oversees annual registration of Master and Journeyman Plumbers.
- Accesses, inputs, and retrieves information from computer, including asset management software (TRAISR).
- Operates office equipment.
- Assimilates reports from multiple documents.
- Refines office systems for efficiency.
- Researches data for special projects as assigned

**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
- The ability to communicate effectively.
- The ability to work closely with people.
- The ability to deal with difficult and sometimes angry residents.
- The ability to run various office machines: fax; postage; photocopier, etc.
- The ability to understand and follow instructions.
- The ability to organize and prioritize work load efficiently.
- The ability to write legibly

**Physical Demands**

- The ability to Sit and perform fine manipulation continuously; bend and reach at all levels occasionally.
- The ability to sit, 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 office experience or related training is also required.

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

Springfield Township building

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

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

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