



## Job Description

**Position:** Secretary  
**Reports to:** Chairman, Board of Supervisors

**Purpose:** The Secretary will function as the gatekeeper for the organization, directing incoming phone calls, deliveries and visitors. This individual is responsible for handling a majority of the administrative tasks necessary to the Township's ongoing success, as well as assisting the Treasurer as needed.

Interested Candidates should contact Gary Painter at [painterg@verizon.net](mailto:painterg@verizon.net).

### **Essential Functions:**

#### **Secretary:**

- Welcome all incoming visitors by greeting them warmly; answer their inquiries and direct to the appropriate staff member as necessary.
- Field all incoming phone calls and emails, providing answers to residents or vendors as necessary or transferring as appropriate.
- Complete various administrative tasks, such as: opening/distributing mail; maintaining Oaths, Ordinances & Resolutions; notarizing all necessary documentation; completing notes for all BOS meetings; and updating public bulletin boards and calendars.
- Attend all Board of Supervisors and Workshop meetings monthly.
- Order office supplies for the office and for other departments as needed.
- Organize and maintain all filing for Township documents, and ensure various reports to County, State & Federal Government entities are submitted timely.
- Process new employee paperwork and maintain employee files. Process Workers' Compensation claims and set up drug screening test, and maintain records in employee files
- Complete various administrative tasks, such as: generating and filing grant paperwork and maintaining Record of Township Property;
- Maintain vacation, comp-time, sick and personal leave balances.
- Receive and review permit applications; distribute to the appropriate Code Officer(s).
- Inform Code Officer when inspections are due.
- Track and distribute permits to residents/contractors; maintain records of all permit and parcel files and follow-up when permits have not received final inspections.
- Perform administrative duties for operation and communications of the Danny Fisher Memorial Park.
- Serve as lead person for the Safety Committee of Conewago Township.
- Oversee the maintenance of and updates to the Township website and Facebook page, and contribute content and photos.
- Serve as a knowledgeable resource and back-up to the Township Treasurer as needed.
- All other duties as assigned.

### **Decision Making:**

May act within the established guidelines and policies of the company.

**Core Competencies:**

- Quality of Work
- Accountability / Responsibility
- Communication (Oral & Written)
- Strong Computer Skills
- Cooperation & Teamwork
- Customer Service (Internal & External)
- Dependability
- Knowledgeable understanding of Quick Books and Microsoft Word

**Education:**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two years' related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Skills:**

Intermediate Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Skills:**

Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Physical Environment:**

Functions in a temperature-controlled office environment a majority of the time. Work requires the ability to sit and stand throughout an extended workday (8-10 hours); position requires use of fingers, hands and arms on a consistent basis for keyboarding and phone work; position requires the ability to talk and hear; position may need to lift up to 25 pounds on occasion; excellent vision skills (with or without correction) are required. The standard office environment has moderate noise levels associated with computer equipment, customers, and phone conversations.