



**Office Assistant
Job Description**

POSITION FUNCTION: Under general supervision, this position is responsible for acting as a secretary to a department head and/or Trustee performing a variety of clerical and administrative duties.

Job Responsibilities

- Act as a personal assistant to department head and/or Trustee.
- Operate various office machines and communication equipment.
- Establishes, maintains and monitors files, records.
- Composes, prepares and maintains all reports, requisitions, permits, correspondence, budget materials and other documents necessary for operation of the department.
- Provides information to the general public, assisting with and helping to resolve a variety of issues and inquiries.
- Interpret departmental rules, regulations, policies and procedures.
- Determines appropriate procedure based on guidelines, rules and regulations for department.
- Facilitate mail distribution.
- Maintain inventory of office supplies.
- Perform related duties as required.
- Perform other duties as assigned.

Required Skill Set

- Knowledge of Township policies, procedures, rules and regulations.
- Knowledge of modern office practices and procedures.
- Knowledge of modern technologies and equipment.
- Knowledge of record keeping procedures.
- Ability to interpret departmental procedures.
- Ability to deal effectively with the general public.
- Ability to provide direction and guidance.
- Ability to maintain records and reports.
- Ability to communicate in a clear and concise manner, orally and in writing.
- Ability to understand and follow verbal and written instructions.
- Skill in using computers, various software, calculator, copy machine, and other related office equipment as required in the performance of duties.

3/7/2023

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