

EAST NOTTINGHAM TOWNSHIP

Secretary Job Description

NATURE OF WORK:

The Township Secretary typically performs clerical duties at the Township Office during normal business hours. The Secretary is responsible for maintaining staffing at the Township Office during Township hours. The Secretary serves at the pleasure of the Board of Supervisors, who serve the residents of East Nottingham Township. Overall, the position calls for enhanced communication practices, assisting residents, organizing the affairs of the Township Office, preparing various documents and electronic databases, and other duties as assigned.

REQUIRED SKILLS:

The Township Secretary must have sound communication (verbal and written), organization, and customer-service skills. Proficiency is needed with the following equipment: computer, photocopier, scanning, facsimile, landline and cellular phone system, paper shredder, alarm system, and standard office equipment. Operation is needed with various computer programs, software, and processing: Microsoft Suite (Word, Excel), Windows, Adobe, Outlook, and general email.

NECESSARY ABILITIES:

The Township Secretary must conduct the business of the office with honesty and integrity, as well as project a positive and professional image to create a sense of confidence to the public. Long periods of sitting and occasional evening hours are necessary.

DESIRABLE STANDARDS:

- Graduation from high school
- Write legibly
- Experience in a clerical position
- Type accurately at a high rate of speed
- Experience using social networking
- Transcribe content accurately from notes and/or audio equipment
- Maintain effective and harmonious relationships with co-workers and the Board of Supervisors
- Perform bookkeeping tasks
- Understand and follow difficult verbal and written instructions
- Exercise independent judgment
- Physical skills necessary to perform the duties of the position

TASKS:

- Be the central hub of communication for the Township Office
- Responsible for the overall appearance, orderliness, and daily workings of the Township Office

- Maintain a professional and customer service-oriented attitude at all times
- Keep the Board of Supervisors informed of important developments
- Prioritize daily township operations and work assignments
- Assist residents with questions, inquires, problems, complaints, and securing permits
- Keeper of the Township Seal
- Promptly greet residents/guests and facilitate them with signing in
- Collect incoming mail and stamp when received
- Greet callers and promptly respond/forward to the appropriate person/entity
- Process and respond to relevant emails and faxes
- Forward legal and relevant correspondences to the Board of Supervisors and Township Solicitor
- Maintain a central calendar of township events, contract expirations, and important dates
- Maintain the orderliness and accuracy of the township bulletin boards
- Advertise and maintain township legal notices and business, as required by law
- Prepare, request items for, and distribute the Board of Supervisors meeting agendas, as required
- Prepare necessary documents, the meeting room, and the recording equipment prior to meetings
- Attend Board of Supervisor meetings, work sessions, and other meetings deemed necessary
- Document, transcribe, and distribute the Board of Supervisor meeting minutes, as required
- Preserve Board of Supervisor minutes books, resolutions, ordinances, and other records
- Maintain the Township website and social media with current information and events
- Attend weekly staff meetings and provide relevant information
- Coordinate emergencies and weather-related events, assisting the Emergency Management Coordinator and/or the Board of Supervisors at times, possibly from outside the office
- Compose and type letters, reports, memoranda, contracts, and other material
- Maintain various electronic databases to organize information to include data entry and inquiry
- Maintain complex filing systems of various township documents
- Maintain the township personnel directory
- Perform Notary functions
- Routine bookkeeping entries
- Order and maintain office supplies
- Schedule meetings when necessary
- Maintain a contract of services file noting expiration dates
- Forward new residents letter with updated content
- Prepare and maintain Oath of Office documents
- Receive PA One Call notices and follow-up if applicable permit(s) not obtained
- Submit timely and accurate SECCRA (refuse) reports
- Submit timely and accurate Ag Security applications
- Coordinate with phone and internet providers to ensure functionality
- Coordinate publication of the Township Newsletter
- Supervise subordinate clerical personnel
- Make the Township meeting room available to residents (sometimes in evenings)
- Assist other township employees in their absence
- May serve in other township roles, such as the Right to Know Officer
- Perform miscellaneous township tasks, as necessary
- Serves at the pleasure of the Board of Supervisors