

**RICHLAND TOWNSHIP
RECEPTIONIST/ADMINISTRATIVE ASST.
POSITION OPENING
PART-TIME**

Richland Township is accepting applications for a part-time Administrative Assistant position. Hours will be 16-24 hours per week. Candidates must be able to multi-task easily and have strong customer service and communication skills. Minimum experience: three years performing financial and administrative tasks. A college diploma is preferred. Send resume and salary requirements to Richland Township Manager's Office, 4019 Dickey Road, Gibsonia, PA 15044 or by email to info@richland.pa.us. Position open until filled. Equal Opportunity Employer

Responsibilities:

The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Respond to customer inquiries, in person, over the telephone, and online regarding Township matters. Provide information to the public on policies, programs, and procedures in accordance with guidelines.
- Maintain organization of front desk and perform various administrative duties related to municipal government.
- Sort and open mail, process PA-1 Calls, service orders and road occupancy permits.
- Enter general government and sanitary sewer payments in cashiering system.
- Use computers and several data bases.
- Order office supplies.
- Other duties as assigned.

Requirements:

- Must possess a valid Pennsylvania driver's license
- Must have three years financial and administrative services experience. A college degree is preferred.
- Must be available on occasion for weekend and evening meetings, presentations or other functions as required.

- Must have knowledge of and proficiency in:
 - a. Modern office procedures, methods and equipment,
 - b. Computer entry and retrieval procedures, spreadsheets, databases, word processing and software.
 - c. Accounts receivable procedures.
 - d. Relevant accounting software.
 - e. Data entry and management.
- Must have ability to exercise independent initiative and judgment within established guidelines; to compile pertinent data and prepare clear, concise, accurate reports and to establish and maintain effective working relationships.
- Must have good English, spelling, math, grammar, punctuation and interpersonal skills.
- Must learn Township codes, laws and regulations, application procedures and become familiar with all current maps, studies, and other Township resources.
- Must establish and maintain a cooperative relationship with all staff and citizens in a courteous and professional manner.
- Must communicate clearly and concisely orally and in writing.

Key Competencies:

- Organizing and prioritizing
- Attention to detail and accuracy
- Confidentiality
- Judgment
- Communication skills
- Information management skills
- Problem solving skills
- Team work
- Ability to meet deadlines