

BOARDMAN TOWNSHIP

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Title: Secretary		Name of Incumbent:	
Office/Division:		Employment Status:	Full Time
Reports To: Director of Zoning and Development		FLSA Status:	Non-Exempt

QUALIFICATIONS (An Example of Acceptable Qualifications):

High school or GED equivalent supplemented by coursework in general office practices such as typing, filing, accounting and bookkeeping, data processing; or an equivalent combination of related education and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS

None.

MINIMUM ACCEPTABLE CHARACTERISTICS (*Indicates Developed After Employment)

Knowledge of: Bookkeeping; Township goals and objectives;* Township policies and procedures;* office practices and procedures; basic accounting; English grammar and spelling; records management; office management; word processing, data, and spreadsheet software;* Township building and zoning codes;* Ohio Basic Building Code.

Skill in: typing; data entry; computer operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals, and percentages; maintain records according to established procedures; communicate effectively; answer routine telephone inquiries.

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

1. Collects information and paperwork from applicants and issues various permits, registrations, licenses, and other paperwork; grants and denies extensions; tracks and maintains associated files; responds to inquiries regarding permit and license issuance; collects payments for fees; prepares monies for deposit.
2. Prepares and maintains zoning financial and statistical reports.
3. Performs secretarial and clerical duties; types a variety of documents; answers phones; greets public; tracks inventory; coordinates and schedules appointments for the Director of Zoning & Development; processes, maintains, and tracks certified mailings; maintains detailed records including photographs of property violations.

Date Adopted: 08/16
Date Revised: 08/16

Developed by:
Clemans Nelson & Associates, Inc.

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4. Processes Amendments (Zoning Commission), Board of Appeals cases and Site Plan Review Board information under the direction of the Director of Zoning and Development; prepares nuisance property information; prepares property assessments for the Mahoning County Auditor.
5. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
6. Demonstrates regular, predictable, and punctual attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.
2. Assist Township Administration in a related manner for secretarial assistance as available.

EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)

Phone switchboard, computer network, personal computer, including word processing software, copy machine, fax machine, scanner, camera, and calculator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc).

SUPERVISION RECEIVED: Works under the close supervision of the Zoning Inspector.

POSITIONS SUPERVISED: None.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

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Position Title: Secretary

Name of Incumbent:

(Employee Signature)

(Date)

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