

**PITTSFIELD CHARTER TOWNSHIP  
JOB DESCRIPTION**

**DEPARTMENT ASSISTANT II – SUPERVISOR’S OFFICE**

**Supervised by:** Township Supervisor  
**Supervises:** No supervisory responsibility

**Position Summary:**

Under the general direction and supervision of Township Supervisor or his/her designee, performs confidential secretarial duties, prepares reports, maintains files, assists with Housing Commission business and completes special projects. Assists the public by mail, on the telephone, and by fax.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Sorts, opens, stamps, and distributes department mail in accordance with established guidelines.
2. Answers the phone and screens incoming calls responding independently when possible. Provides information to the public.
3. Files departmental records and performs typing and word processing for departmental personnel.
4. Maintains and updates departmental appointment calendar. Prints weekly calendar for reference.
5. Coordinates the preparation of the Board of Trustees meeting agendas and organizes materials needed to complete packets. Assists with preparing, assembling, and distributing other meeting materials for the department as required.
6. Serves as the contact person and recorder for Township Historical Commission meetings, maintains related files, and prepares materials for meetings.
7. Assists the Housing Commission Aide with maintaining files, completing eligibility audits, preparing meeting materials for the Housing Commission, maintaining Housing Commission accounting, and compiling information for HUD reports as needed.
8. Compiles equipment and supply orders for the department and receives, verifies, and distributes office supplies.
9. Assists with the development, editorial oversight, and publication of the Township newsletter. Coordinates features, contributing staff, publication details, and distribution.

10. Conducts research as directed. Provides and maintains documentation of such research.
11. Maintains and updates record book of all summary minutes from board and commission meetings.
12. Attends meetings and takes minutes as assigned.
13. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or equivalent supplemented by vocational training in secretarial science, office management or a related field.
- Two or more years of experience as a secretary or administrative assistant, preferably with some experience in a municipality.
- Ability to register as a Notary Public.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.
- Ability to enter data with speed and accuracy.
- Ability to gather data, conduct research and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, other governmental and regulatory agencies, and professional contacts as well as the public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changing work priorities.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is required to stand, walk, and occasionally stoop, or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet.