

JOB DESCRIPTION

Office Assistant

SUMMARY DESCRIPTION

Under the general direction of the Town Clerk/Treasurer, this position is responsible for performing a variety of complex and confidential administrative duties in support of the Town Hall day-to-day operations. Work includes maintaining open and accurate public records, acting as the Planning Commission secretary, assisting with municipal elections, overseeing the permit process, as well as a variety of routine clerical, record-keeping, and administrative functions. In the Clerk/Treasurers absence, performs certain essential duties as required.

The Office Assistant of Castle Rock Township supports the Clerk/ Treasurer in delivering effective, efficient, and responsive service to the elected Township Board, appointed Planning Commission and the residents of Castle Rock Township.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Duties:

- Handles front desk reception by answering phone calls, responding to emails, and greeting visitors.
- Assists with reviewing and responding to requests for public records.
- Provides information and explanation of Township ordinances, policies and procedures.
- Issues and tracks permits as provided for by Township ordinances.
- Maintains Township files in good order and according to statutory requirements.
- Assists with maintaining and updating the Township website.
- Drafts and distributes the quarterly Township newsletter.
- Assists the Clerk/Treasurer in elections administration.
- Provides backup A/P and A/R journal entries and account reconciliation.
- Orders materials, supplies and services as needed.
- Performs other duties as assigned by the Clerk/Treasurer.
- Performs the duties of the Town Clerk/Treasurer in his or her absence.

Planning Commission Secretary Duties:

- Ensures timely receipt and completion of items scheduled on upcoming Planning Commission agendas.
- Prepares and distributes agendas and meeting packets for monthly meetings, public hearings and special meetings.

- Posts and publishes all required meeting notices.
- Attends all Planning Commission meetings, taking and preparing minutes.

Qualifications:

- Ability to maintain confidentiality of material and information.
- Ability to understand and interpret state statutes and local ordinances.
- General accounting experience.