

JEFFERSON TOWNSHIP, MONTGOMERY COUNTY OHIO
ADMINISTRATIVE ASSISTANT

Position Overview: The Administrative Assistant provides essential support to the Township Administrator. This role is pivotal in managing administrative tasks, maintaining personnel files, processing employee paperwork, and handling confidential information. The Administrative Assistant will also assist in the development and implementation of various policies and procedures and will be the primary point of contact for employees on administrative matters.

Key Responsibilities:

- Manage and coordinate active calendars, including scheduling and confirming meetings.
- Organize and maintain files according to office protocols.
- Provide general administrative support across the office as needed.
- Assist the Township Administrator with day-to-day tasks and directives.
- Process payroll using the Paycor payroll system, ensuring employee records are up-to-date.
- Support the Fire and Road Departments with reporting and data entry.
- Maintain and update employee records and assist with onboarding new hires.
- Assist with policy updates and ensure compliance with the Township's Human Resource Policy and Procedures Manual.
- Prepare and submit monthly and yearly reports to the Ohio Employment Retirement System (OPERS) and Ohio Police and Fire (OP&F).
- Attend annual health insurance meetings with vendors and assist in managing employee benefits.
- Receive training on financial reports from the Unified Accounting Network (UAN) system.
- Assist Zoning/Code Enforcement with the database management.
- Accurately manage Secure Check, WEX program, and BF Group entry and reporting.
- Oversee copier maintenance, supply orders, and usage.
- Maintain office supplies by checking inventory and placing orders.
- Answer, screen, and transfer inbound phone calls.
- Greet and direct all visitors, including vendors, clients, job candidates, and customers.
- Handle routine operation of the telephone system and manage the lobby displays and community board program.
- Assist with scheduling meetings for the Trustee Conference Room and other public spaces.
- Log and distribute all incoming mail and documents, both electronic and hard copy.
- Assist with recruitment and advertising efforts through various platforms, including social media and local bulletin boards.
- Prepare new records, organize files, maintain records, and handle day-to-day website postings.
- Assist or lead newsletter projects as needed.
- Plan and implement morale programs such as picnics, holiday parties, etc.
- Operate audio and video devices during Trustee meetings and prepare meeting minutes.

- Provide excellent customer service to residents, coworkers, vendors, and stakeholders.
- Perform other duties as assigned by the Administrator.

Minimum Qualifications:

- Bachelor's degree or equivalent experience.
- Strong interpersonal, customer service, and communication skills.
- Ability to multitask and prioritize tasks effectively.
- Proficiency in Microsoft Office Suite.
- Ability to work independently on multiple tasks simultaneously while maintaining attention to detail and meeting deadlines.
- Ability to use sound judgment and display tact, flexibility, and sensitivity in dealing with confidential and sensitive information.

COMPENSATION AND OTHER EMPLOYMENT CONDITIONS**Salary: \$41,600 - \$54,080 per year**

This position is subject to annual employee reviews, evaluations, and increases. As a full-time, non-exempt employee per the Jefferson Township Human Resources Policy, this position is eligible for the following fringe benefits: vacation leave, sick leave, paid holidays, employer's OPERS contribution, and health insurance as applicable.

BACKGROUND CHECK

A drug and background investigation and evidence of Employment Authorization and Identity is required prior to employment.