

## **JOB DESCRIPTION**

### **I. JOB TITLE**

TOWNSHIP RECEPTIONIST

### **II. JOB SUMMARY**

The basic function of the Receptionist is to greet citizens who contact the Township in-person and telephonically and to provide clerical assistance to the administrative staff.

### **III. DUTIES AND RESPONSIBILITIES**

Attend Board of Supervisors' and Planning Commission meetings as requested to record the minutes and accurately produce a written record within three (3) business days following the meeting.

Assist citizens with their requests concerning regulations, etc by either resolving them within the receptionist's authority or referring them to the responsible official.

Receive, process and distribute all mail addressed to Dickinson Township. Any and all mail received specifically for an individual shall be distributed without opening unless requested to do so by the recipient.

Maintain database for septic inspections and provide monthly report for billing, to include receiving and logging daily receipts.

Maintain the official minutes, ordinance and resolution records as required by the applicable regulations.

Maintain records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs and official actions.

Maintains active list of all members of Authorities, Boards and Commissions and notifies the Township Manager of pending expiration dates.

Preparation of file labels, advertising, promotional fliers, mass mailings, custom mailings and other clerical duties as assigned by the Township Manager or Assistant Manager.

Assist Zoning Officer in processing Zoning and Building permits, answering routine Zoning questions from residents and filing of documents.

And any other daily duties as is defined in the Township's Receptionist's manual, to include but not limited to maintaining petty cash records, single trash hauler records, certified mail tracking, house number sign orders, and etc.

May periodically attends conferences, seminars or training classes to continually improve skills and to keep apprised of current procedures.

**IV. REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

Knowledge of current office methods and procedures.

Skilled use of office software including but not limited to Word, Excel, Publisher and PowerPoint.

Ability to understand and carry out written and oral communications.

Ability to work effectively with Township Staff, Township officials, other governmental officials, business associates as well as the public.

Ability to communicate clearly and concisely both orally and in writing.

Ability to prepare clear reports and to keep accurate records.

**V. MINIMUM EXPERIENCE OR TRAINING**

Education equivalent to High school diploma required. Post-secondary education in office skills preferred.

Experience in responsible clerical or secretarial work, record keeping, bookkeeping or business administration.

Must possess a valid PA. Motor Vehicle Operator's License.

**TOWNSHIP OF DICKINSON**

By:   
Dickinson Township Manager

Date: 4.3.2018

DICKINSON TOWNSHIP

Dickinson Township recognizes and embraces the concept of equal employment opportunity. It is Dickinson Township's policy to recruit and hire all persons without regard to race, color, religion, sex, national origin, marital status, age or non-job related physical or mental handicap or disability.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

EMPLOYMENT APPLICATION

COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE ANY APPLICANT AN INTERVIEW OR EMPLOYMENT

PERSONAL DATA

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.)
Present Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)
How Long \_\_\_\_\_

Have you ever worked for Dickinson Township \_\_\_\_ Yes \_\_\_\_ No When: \_\_\_\_\_
Reason for leaving: \_\_\_\_\_ Referred by: \_\_\_\_\_

JOB INTEREST ( ) Full Time ( ) Part Time ( ) Other: \_\_\_\_\_

POSITION DESIRED: \_\_\_\_\_ Date Available: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_

ARE YOU WILLING TO WORK AT NIGHT, WEEKENDS, HOLIDAYS, DURING EMERGENCIES AND STORMS OR WHEN REQUESTED BY YOUR SUPERVISOR? ( ) Yes ( ) No
DO YOU HAVE A VALID PA. DRIVER'S LICENSE? ( ) Yes ( ) No If yes, Class: \_\_\_\_\_ Number: \_\_\_\_\_

EDUCATION:

Trade School/Business High School College
Last year completed: ( )1 ( )2 ( )3 ( )4 ( )9 ( )10 ( )11 ( )12 ( )1 ( )2 ( )3 ( )4
NAME & ADDRESS of SCHOOL Did You Graduate Course Degree

Table with 4 columns: Education Level, Name & Address of School, Did You Graduate, Course Degree. Rows include Trade School/Business, High School, and College.

GENERAL INFORMATION:

Are you over the age of 18? \_\_\_\_\_ Have you ever been convicted of a crime other than a Traffic Violation? ( ) Yes ( ) No
Are you a veteran? \_\_\_\_\_ Dates of Duty: \_\_\_\_\_ to \_\_\_\_\_ Rank \_\_\_\_\_ Date of Discharge \_\_\_\_\_
Other Education, Training, Skills: \_\_\_\_\_

Machines / Equipment you are qualified to operate: \_\_\_\_\_

# EMPLOYMENT EXPERIENCE

PLEASE LIST YOUR RECENT JOB FIRST, ACCOUNT FOR ALL TIME INCLUDING UNEMPLOYMENT, USE ADDITIONAL SHEET, IF NECESSARY

DATES FROM TO	EMPLOYER NAME & ADDRESS	1. Job Title 2. Department 3. Name of Supervisor	DESCRIBE MAJOR DUTIES	WAGES START FINAL	REASON for LEAVING
		1)			
		2)			
		3)			
		1)			
		2)			
		3)			
		1)			
		2)			
		3)			
		1)			
		2)			
		3)			

**REFERENCES: Give Names of Three Persons.  
Exclude Relatives or Former Employers**

Name	Address	Business

**IN CASE OF EMERGENCY NOTIFY:**

(Name)	(Relationship)
Address	Phone

**APPLICANT'S CERTIFICATION AND AGREEMENT:**

I certify that all of the statements made in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if employed, falsified statements on the Application shall be considered cause for dismissal.

This application must be signed and dated for consideration.  
This is a drug free environment, drug testing may be required prior to being hired.  
A criminal background check may be done prior to your being hired, are you willing to release your Social Security number for the background check.

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 For Job Title: \_\_\_\_\_ Dept. \_\_\_\_\_ Wage \_\_\_\_\_ Per \_\_\_\_\_  
 Date Hired: \_\_\_\_\_ Date: \_\_\_\_\_ Rate: \$ \_\_\_\_\_

Reason for Non-Placement: \_\_\_\_\_

Remarks: \_\_\_\_\_

APPLICANT SIGNATURE	DATE

**Dickinson Township, Cumberland County** is accepting applications for the full-time position of Receptionist. A copy of the job description and application is available on our website under **News & Announcements/Employment** – [www.dickinsontownship.org](http://www.dickinsontownship.org). Application and cover letter must be received at the Dickinson Township Municipal Building, 219 Mountain View Road, Mt. Holly Springs by 3:00 PM on Tuesday, May 1, 2018. Application and cover letter can also be emailed to the Township Manager, Larry Barrick Jr. at [manager@dickinsontownship.org](mailto:manager@dickinsontownship.org). Dickinson Township is an Equal Employment Opportunity Employer.