



EAST ROCKHILL TOWNSHIP

POSITION TITLE: RECEPTIONIST
FLSA STATUS: REGULAR, PART-TIME WITH THE DAYS OF MONDAY THROUGH THURSDAY AND HOURS OF 9AM-2PM, NON-EXEMPT
DEPARTMENT: ADMINISTRATION

Office Environment: Small Office Environment where separation of duties for internal control frequently determine task assignment. Ability to multi-task and familiarity with other positions within the Township.

Description: A main contact with the public that includes clerical work. The employee assists the Township Manager and/or other Township employees with assignments varied in nature and carried out in accordance with established office precedents, practices and procedures. A skilled and responsible administrative position requiring attention to detail and communication skills.

Reporting Responsibility: The employee reports to and receives work assignments from the Township Manager.

FLSA Status: Non-exempt, part-time with the days of Monday through Thursday and hours of 9:00am – 2:00pm

Minimum Requirements to Hold this Position:

- High school diploma or GED
- Familiar with Microsoft Word, Excel and Outlook
- Valid Driver's License
- Ability to operate standard office equipment, including but not limited to computer, printer, copy machine, etc.

Essential Functions:

- Exercise independent judgement and initiative and carry out job functions with or without direct supervision or instruction;
- Work effectively under time constraints to meet deadlines and manage a number of different task concurrently;
- Work with accuracy and attention to details;
- Maintain privacy of confidential records, correspondence and/or files;
- Communicate effectively in writing, orally, and with others to understand and convey information, in a manner consistent with job functions;
- Maintain acceptable attendance standards.

Key Functions:

- Reception and customer service, receive calls, direct phone inquiries to appropriate staff, greet public, assist residents;
- Accept applications, payments and documents;
- Open and distribute daily mail;
- Maintain record system;
- Maintain files including scanning and filing;
- Maintain park bulletin boards;
- Maintain and order supplies;
- Schedule inspections;
- Mail and file accounts payable invoices;
- Perform related duties and responsibilities as assigned by the Township Manager.

Physical Demands of Job:

- Ability to sit for extended periods of time while working;
- Constant hand, fingers and arm use;
- To occasionally function in activities involving walking, bending, squatting, reaching;
- Occasionally stand for extended periods of time;
- Ability to hear clearly and speak intelligibly;
- Ability to lift and/or move up to 25 lbs.