

**BOARDMAN TOWNSHIP**  
**An Equal Opportunity Employer**  
**POSITION DESCRIPTION**

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<b>Position Title:</b>	Part-Time Receptionist	<b>Name of Incumbent:</b>	
<b>Office/Division:</b>	Zoning	<b>Employment Status:</b>	Part-Time
<b>Reports To:</b>	Zoning Inspector	<b>FLSA Status:</b>	Non-Exempt

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**QUALIFICATIONS (An Example of Acceptable Qualifications):**

High school or GED equivalent supplemented by coursework in general office practices such as typing, filing, accounting, bookkeeping, and data processing; or an equivalent combination of related education and experience.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

None.

**MINIMUM ACCEPTABLE CHARACTERISTICS (\*Indicates Developed After Employment)**

**Knowledge of:** bookkeeping; Township goals and objectives;\* Township policies and procedures;\* office practices and procedures; basic accounting; English grammar and spelling; records management; office management; multi-phone operation; Windows software and Microsoft Office products.\*

**Skill in:** typing; data entry; computer operation; use of modern office equipment.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals, and percentages; maintain records according to established procedures; communicate effectively; work well with others; answer routine telephone inquiries.

**ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)**

Performs functions below for both Administration and Zoning Department:

1. Serves as first point of contact between members of the public and the Township; greets and directs the public in a friendly and professional manner.
2. Answers telephone, redirects calls to proper department/extension; answers general questions from public; records complaints from public, addresses basic complaints, forwards complex complaints to appropriate township staff.
3. Receives, sorts, and delivers mail to proper office or mail box; mails out office correspondence.
4. Prepares basic documents, including correspondence/letters, memorandums, etc.; prepares year end filings for zoning department.

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Date Adopted: \_\_\_\_\_  
Date Revised: \_\_\_\_\_

Developed by:  
Clemans Nelson & Associates, Inc.

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- 5. Hands out bids for township projects and car sales; receives money zoning department and creates receipts; time stamps all bids and drawings received.
- 6. Schedules meetings for Zoning and Administration; books meetings for township hall.

**OTHER DUTIES AND RESPONSIBILITIES:**

- 1. Performs other related duties as assigned.
- 2. Answers all zoning calls and administration calls.

**EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)**

Phone switchboard, computer network, personal computer, including word processing software, copy machine, fax machine, scanner, camera, and calculator.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee: has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.).

**SUPERVISION RECEIVED:** Works under the supervision of the Zoning Inspector.

**POSITIONS SUPERVISED:** None.

**Note:** In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

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<b>(Approval of Appointing Authority)</b>	<b>(Date)</b>
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<b>(Employee Signature)</b>	<b>(Date)</b>
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