



# WASHINGTON TOWNSHIP

11798 Buchanan Trail East, Waynesboro, PA 17268  
717-762-3128 | Fax: 717-762-1775

1779

## **JOB DESCRIPTION**

### **RECEPTIONIST/ADMINISTRATIVE ASSISTANT Full-Time**

**Responsible to:** Township Manager

**Definition of Job:** To perform receptionist duties for the Township Administrative Office.  
To assist office staff with their administrative duties as needed.

#### **Duties and Responsibilities:**

1. To greet the public and direct them to the proper office in a courteous and professional manner at all times.
2. To answer the phone and direct calls to the correct office.
3. To provide administrative and clerical support for the township manager.
4. To provide administrative and clerical assistance to other staff personnel as needed.
5. To perform all the normal office tasks including invoicing for services, handling phone calls, word processing, copying, filing, etc.
6. Assist citizens with their questions, concerns and complaints with the township and other governmental agencies.
7. To assist with updating web page.
8. Other duties as assigned by the township manager.

#### **Required Knowledge, Skills and Abilities:**

1. Excellent interpersonal and communication skills including the ability to communicate effectively.
2. Knowledge of office methods and procedures.
3. Knowledge of computer operations including Microsoft Word and Excel operations.
4. Ability to learn and apply a variety of laws, ordinances, rules requirements and procedures applicable to township business.
5. Ability to understand and carry out written and oral instructions.
6. Ability to work effectively with township officials, other government officials, business associates and the public.
7. Ability to perform computations necessary to keep fiscal records.

#### **Educational and Experience Qualifications:**

1. Must have a high school diploma.
2. Must have a minimum of 3 years of office operations experience.
3. Must have a valid driver's license.

"This job description is not intended to be a contract of employment with the employee. It is also not intended to create any property interest in the employee. The employee covered by this job description is an at-will employee of the Township."