

**Staff Assistant
Job Description**

Overall Responsibilities:

The responsibility of the Staff Assistant is to perform the duties necessary to maintain the consistent operation of the office on a daily basis. The employee performs a range of office support assignments in many aspects and daily functions of the township hall. This position is also a direct contact person for customer guidance and phone assistance.

Duties performed include, but not limited to:

- Provide general assistance to customers with questions about the township and direct them to the correct department who can assist them.
- Answer the phone when able to direct the caller to the appropriate department.
- Assist Building and Planning Administrator in scheduling inspections, issuing permits and other duties as needed.
- Assist Clerk and Deputy Clerk with election duties such as assembling ballot envelopes for mailing and precinct set up. Requires election training and certification.
- Archiving township documents including data entry, scanning and filing.
- Other clerical functions as needed.