



Benezette Township Secretary/Treasurer

DEFINITION:

Responsible for the maintenance of Township records, seeing that Township business is properly transacted, and seeing that the questions of citizens are attended to or brought to the Supervisors' attention. Work is performed independently with decisions being made in accordance with established rules and policies. Work is reviewed by the Board of Supervisors through written and oral reports of actions taken.

BASIC JOB RESPONSIBILITIES:

- Prepare agenda for Supervisor meetings, attend meetings to record minutes and provide procedural advice. Post minutes and agendas physically and digitally.
- Assist citizens by informing them of Township ordinances and resolutions, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official.
- Issuance of select licenses and permits including collection of monies and fees
- General bookkeeping functions of all township accounts including paying bills, signing checks and other obligations upon approval of the Supervisors. Assist in budget preparations.
- Assist Supervisors and solicitor in preparation of legislative actions by typing, checking, advertising and recording the action as required by law.
- Prepare payroll and maintain records for Township employees.
- Maintain other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.
- Write, and respond to, letters.
- Prepare Treasurer's reports.
- Record all ordinances, resolutions, etc.
- Process all insurance claims.
- Prepare and file all required forms and reports required by state and federal government and insurance carriers.



- Work with Tax Collector and Sewage Enforcement Officer and maintain records respectively.
- Other miscellaneous duties as may be required by the Supervisors.

DESIRED SKILLS:

Strong computer skills including the use of Microsoft Office products

Familiarity with QuickBooks

Ability to work independently

Excellent written and verbal communication skills