

RUSSELL TOWNSHIP

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	Position Title:	Secretary
Class Number:	Class Title:	
Dept./Div.: Zoning	Employment Status:	Full-time
Reports to: Board of Trustees	FLSA Status; Pay:	Nonexempt
Normal Hours:	Civil Service Status:	
EEO Status: 06	DOT (closest applicable number):	201.362-030

GENERAL DESCRIPTION:

Provides secretarial and clerical assistance to Zoning Inspector, Zoning Commission & Board of Zoning Appeals; processes incoming correspondence as instructed; obtains, gathers and organizes pertinent data as needed and puts it into usable form; collects and disseminates information of public interest such as services provided by the Township or available through other levels of government; attends Township, Zoning Commission and Board of Zoning Appeals meetings as their secretary; assists with special projects and research; maintains a schedule of appointments and makes arrangements for conferences, interviews and events for Zoning Inspector; works under the direction of the Zoning Inspector, Zoning Commission and Board of Zoning Appeals coordinated through the Board's Chairmen.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education and Associate degree in office management, with skills in typing, computer, experience in office operations; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS: None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, applicable computer software, printer, copy machine, fax machine, and other standard business office equipment.

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.); is exposed to possible injury due to unclean or unsanitary conditions; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; has to work irregular hours.

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

50% (1) Provides administrative support (e.g., correspondence, reports and goals, memos, phone calls, residents' questions, maintains zoning office files, schedules special meetings or changes in meeting dates, publishes sunshine notices, etc.); distributes revised zoning regulations; prepares all documents

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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for amendments for transmittal to the Geauga County Planning Commission and Board of Trustees and transmits those documents; provides information to County Prosecutor's office regarding court cases, as requested; attends board meetings and takes minutes; prepare agendas; transcribes minutes and distributes copies of correspondence and other pertinent information to all Board members; files approved board minutes with the Township Fiscal Officer; prepares notices of public hearings (regular and special) for publication and certified mail to interested parties; prepares all documents for amendments to the Zoning Resolution, including initial drafts of proposed amendments and final drafts as edited and approved by the Zoning Commission; attends zoning commission and board of zoning appeals meetings; prepares all appeal documents for Board of Zoning Appeals, including legal documents and records.

- 45% (2) Act as liaison between zoning boards, zoning inspector, Trustees, County agencies, residents, permit applicants and other outside organizations; maintains a database of all zoning records in accordance with established practices (e.g., permits, variances, conditional uses, parks, nonconforming uses, etc.); maintains filing system for all zoning permits and variances using facility number system; updates zoning resolutions, sub-division maps, Land Use Guide Plan, and other documentation as necessary; performs research, gathers data and presents written reports, as requested, using the resources of the Zoning Office files and other county departments and outside agencies, which may include.
- 5% (3) Maintains environmental library using the environmental library and bookcase materials; provides administrative assistance for special zoning projects.
- (4) Maintains required licensures and certification, if any.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (7) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: word processing and data processing techniques and procedures; *township policies and procedures; office practices and procedures; English grammar and spelling; records management; *workplace safety practices and procedures; *personnel rules and regulations; public relations.

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{7/2/2013 PDRUSTW 00106866.DOC }

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Skill in: typing; word processing; computer operation; calculator operation; use of modern office equipment; use of telephone/mobile phone.

Ability to: carry out simple instructions; carry out instructions in basic written, oral, or picture form; interpret a variety of instructions in basic written, oral, picture, or schedule form; deal with problems involving several variables within a familiar context; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; instruct others; understand a variety of written and/or verbal communications; arrange items in numerical or alphabetical order; sort items into categories according to established methods; *maintain records according to established procedures; work alone on most tasks; answer routine telephone inquiries; develop and maintain effective working relationships; demonstrate manual dexterity; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED: None.

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 the position description.



(Signature of Appointing Authority/Designee)

6/15/16

(Date)

(Signature of Employee)

(Date)