

# Jamestown Charter Township

## Part Time Front Desk Receptionist/Deputy Treasurer

The following information is intended to describe the general nature and level of work to be performed by the person assigned to this position. This is not to be construed to be an exhaustive list of all the duties to be performed. Anticipated weekly hours is approximately 12-16 hours.

### General Duties:

1. Opening and closing of the building
2. Check the answering machine for messages and address the messages
3. Take telephone calls and assist walk-in customers
4. Direct questions to the appropriate personnel
5. Answer questions when possible
6. Type communications as needed
7. Assist with mailings as needed
8. Compile packets for the Planning Commission
9. Coordinate office hours with Deputy Supervisor to make sure the front desk is staffed during regular office hours

### Treasurer Department Duties:

1. Assist with tax collection, coordinating with the Treasurer – excellent communication required
2. Receive and record fees for dog licenses.

### Water/Sewer Department Duties:

1. Processing payments (Autopay, online, checks and cash).
2. Keep current records of all Water and Sewer customers (moving in/out, new construction, etc.)
3. Using billing software that updates and changes over time.
4. Record Water and Sewer payments and create water/sewer accounts
5. Coordinate with Water and Sewer Department.

This position requires constant contact with the public, answering questions, sharing information, and providing assistance. A cheerful disposition and working as a team player is important to the functioning of the township office. This position also may occasionally require one to be in the office alone. Handling money well and the ability to multi-task without error are both highly valued.

This position also requires communication with the Treasurer, Water and Sewer Department, and other office staff.