

CLASSIFICATION SPECIFICATION

TIPP CITY An Equal Opportunity Employer

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TITLE: PART TIME UTILITIES DEPARTMENT SECRETARY WITH ASSISTANCE TO THE COMMUNITY & ECONOMIC DEVELOPMENT, PLANNING, AND ENGINEERING DEPARTMENT

JOB RESPONSIBILITIES: Assists with the preparation of agendas, publishing notices and sends notices to citizens. Maintains a back-up copy of information for agenda. Copies, collates, and distributes packets to Board Members. Maintains permanent records to go with the Board meetings.

Secretary to Tree Board and Parks Board - (one scheduled meeting per month) – Prepare agendas and materials then record and prepare minutes from meetings.

Answers phones, routes calls, answers questions, takes messages, complete complaint/request for service forms, uses radios, cellular phones or pagers as needed.

Handles customers at counter. Answer questions, route inquiries to proper employee, fill out permits and forms.

Assists with typing correspondence and reports as requested.

Accepts payment: write receipts, pay-ins daily receipts to Finance Department, maintain pay-in records.

Fill-out miscellaneous requisitions as needed.

Keep copier equipped and file monthly usage reports.

Maintain office supplies.

Miscellaneous filing, as needed.

Attend to fax machine, distribute messages, copy and distribute OUPS (Ohio Utility Protection Services) notices.

Distribute mail.

Part-time hours: 5 days a week (12:30-5p.m.) plus the evening Board Meetings (1/month)

QUALIFICATIONS: Must be able to operate typewriter, computer, fax, copier (regular and blueprint), pager, radio, and cellular phone.

Knowledgeable in Microsoft Office, Word, Excel, and Outlook

Must have a valid driver's license.

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An example of an acceptable qualification for this position is:

Graduation from an accredited two-year college or university with a degree in business administration, public administration, or a closely related field; one year experience in development city administration or public works; or any equivalent combination of education and experience, with additional education substituting on a year-for-year basis for the required experience.