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Brimfield Township
 1333 Tallmadge Rd.
 Kent, Ohio 44240

Job Description

Job Title	Brimfield Township Fiscal Assistant		
Job Location	Administration Office		
Reports to	Administrative Supervisor and Board of Trustees	Department	Fiscal & Administration
Initial Date	01/01/2018	Employee	
Review Date		Approved By	

Job Summary

The Township Fiscal Assistant is appointed by the Board of Trustees and serves under the supervision of the Administrative Supervisor. This individual is responsible for a wide variety of duties including greeting walk-in guests at the town hall, answering phone calls and answering general questions from the public, entering purchase orders, creating fiscal reports and reviewing contracts.

This is a full-time position as defined in the Brimfield Township Policy and Procedure Manual, Section 3.1. The work schedule will typically be 8:00am to 4:00pm Monday through Friday but could infrequently require evening or weekend hours. The salary range for the position will be based on the level of experience and qualifications of the person who holds this position.

Supervision Responsibilities

This position has no supervision responsibilities and is a direct report to the Administrative Supervisor. This position also reports to the assigned liaison and the Brimfield Township Board of Trustees.

Essential Functions

Job functions:

- a. Greet walk-in guests at the town hall, answer phone calls and answer general questions from the public including non-emergency fire department calls. Direct the public and questions to the appropriate office when necessary.
- b. Maintain and order office supplies for the administrative offices, fiscal office and road department.
- c. Proofread materials and information before sending out to the public.
- d. Notify all township departments with important information such as road closures.
- e. Perform in accordance with the Brimfield Township Personnel Policy and Procedure Manual, Brimfield Township Fiscal Office policies and procedures and resolutions of the Board of Township Trustees.
- f. Develop and maintain effective working relationships with supervisors, employees, elected officials, and the public.

- g. Perform such additional related duties as determined and required by the Administrative Supervisor including but not limited to, participating in other township, and community boards and events.
- h. Work with the Administrative Supervisor on matters related to the operations of the township.
- i. Responsible to inform the Administrative Supervisor of all complaints received, including those that are forwarded to another township department for resolution.
- j. Maintain a biweekly payroll record and submit it to the Administrative Supervisor on the Monday morning of payroll week.
- k. Inform the Administrative Supervisor when planning to be out of the office on sick leave, personal leave or vacation leave.
- l. Create end-of-year reports as requested and needed.
- m. Other duties as assigned.

Fiscal Office:

- a. Perform administrative responsibilities for the Fiscal Office.
- b. Review and enter purchase orders.
- c. Create fiscal reports as requested by the Fiscal officer or Township Trustees.
- d. Review public information requests and gather information required by such requests.
- e. Assist in the creation of annual budgets.

Qualifications

Minimum High School Diploma, Bachelor degree preferred. Previous experience working with local government is preferred. Computer technology and graphic presentation skills preferred. Excellent writing and verbal skills required.

Must possess a valid Ohio Driver's License with less than 6 points. Must be able to deal tactfully, and courteously with employees, board members and the general public.

Satisfactory completion of a background investigation, and pre-employment drug screen is required. The candidate must also be able to deposit a bond, in accordance with Section 519.161 of the Ohio Revised Code, with the Township Fiscal Officer before entering upon the duties of this position.

Knowledge, Skills & Abilities

The successful candidate shall:

1. Have knowledge of:
 - a. Computer literacy, including functional ability with MS Word, Excel, and PowerPoint applications.
2. Be skilled in:
 - a. Well-developed interpersonal and communications skills to establish and maintain effective working relationships with other employees, government officials, and the public, to negotiate effectively, and to deal with public relations problems courteously and tactfully.
 - b. Good customer service (in person, phone, email).
 - c. Identifying alternative solutions or approaches to problems, and then using logic and reasoning to compare strengths and weaknesses of those alternatives.
 - d. Using personal computer and email.
 - e. Good planning and organizational skills.
 - f. Following written and oral instructions.

3. Have the ability to:

- a. Shall have the ability to communicate effectively, both verbally and in writing.
- b. Shall possess excellent writing and grammar skills.
- c. Shall have the ability to fluently speak the English language.
- d. Shall have the ability to handle sensitive inquiries from, and contacts with the Administrative Supervisor, elected officials and the general public.
- e. Shall have the ability to work effectively with residents who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within the reasonable range of constructive behaviors.
- f. Shall have the ability to learn or utilize social media platforms (i.e. Facebook and Twitter).
- g. Shall possess the ability to learn to update the Township's website (specific pages as needed).
- h. Shall have the ability to work independently, and to set and achieve goals.
- i. Shall have the ability to organize and maintain information, records, and paperwork.
- j. Shall have the ability to effectively plan independently, and in collaboration with other township offices and outside agencies.

Physical Effort

The physical activity required for this position consists of manual dexterity, talking, hearing, reaching, stooping, sitting, climbing, walking on unstable ground at construction sites, and lifting up to 25lbs. The individual will occasionally be out of doors at township parks and be required to walk on uneven ground. The individual must be able to drive a vehicle. The individual performs work where the seeing job is close to the eyes and at or within arm's reach, and also at varying distances, and requires viewing a computer terminal and smart phone screen, and proofreading materials and information.


Work Locations

Work for this position will take place in an office provided by the Board of Trustees of Brimfield Township. Occasionally, it will require work out of doors, and at township parks and facilities. Meetings could take place at various locations in other government buildings, or in the professional offices of businesses. A standard array of office equipment will be provided.

Personal Work Relationships

Individual will have contact with co-workers, employees, contractors and the general public. Individual will communicate with the public both verbally and in writing. Individual is responsible to maintain a positive working relationship with elected and appointed officials, supervisors, co-workers, government agencies and other individuals.

Notification and Disclaimer



This position description is presented for informational purposes only and can be changed at any time by the Board of Trustees of Brimfield Township with or without notice. The Township Secretary is an employee at-will and either the employee or Brimfield Township can terminate the employment relationship at any time (for any reason or no reason). No representative of Brimfield Township has the authority to enter into an agreement that is contrary to the foregoing.



BRIMFIELD TOWNSHIP
1333 Tallmadge Road
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Personal Information:

Social Security No. _____

Last Name _____ First Name _____ Middle Initial _____

Street Address _____

City _____ State _____ Zip _____

Phone: Area Code _____ Home _____ Work _____

EMERGENCY INFORMATION: (One person who will always know your whereabouts)

Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

PRESENT OR MOST RECENT JOB:

Employer's Name & Address _____

Length of Employment _____

Reason For Leaving _____

Position (Job title and Classification) _____

Duties Performed _____

NEXT MOST RECENT JOB:

Employer's Name & Address _____

Length of Employment _____

Reason For Leaving _____

Position (Job title and Classification) _____

Duties Performed _____



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Employer's Name & Address _____

Length of Employment _____

Reason For Leaving _____

Position (Job title and Classification) _____

Duties Performed _____

EDUCATION AND TRAINING:

Total Number of years of education, including primary school: _____

Highest academic degree or level attained: _____

Name and address of school, college or University where degree attained. If no degree, last school attended:

Major subject area for graduate degree, if any: _____

Major subject area for graduate study without a degree, if any: _____

Major subject area for undergraduate degree, if any: _____

Minor subject area (s) for undergraduate degree, if any: _____

TRAINING AND OTHER QUALIFICATIONS:

If you have received TRAINING in an area which you feel is relevant to the position (s) for which you are applying, please submit the following information (do not include training gained as a part of your education as described above):

Type of Training	Organization	Length of Training	Subjects Covered

In the area below, please describe briefly any additional information or special qualifications you have for the position (s) requested. Include special machines or equipment you operate, hobbies which have taught you qualifying skills, etc.



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MISCELLANEOUS:

The following information will be used only if it is directly related to the classification/position for which you are applying.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Are you willing and able to secure an Ohio Driver's License? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If necessary, do you have your own transportation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you every been employed in Ohio State or County Service? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been convicted of any felony? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Can you perfrom the job-related requirements of the specific job for which you are applying? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered "Yes" to questions 3 or 4, or "No" to question 5. Please explain fully below, indicating by number to which question you are responding.

REFERENCES:

Please list the names and addresses of three individuals, other than your relatives, whom we may contact for a PROFESSIONAL RECOMMENDATION.

- 1 _____
- 2 _____
- 3 _____

PREVIOUS ADDRESSES:

Please list TWO MOST RECENT HOME ADDRESSES with date of residence for each previous residence.

ADDRESS	CITY	STATE	ZIP CODE	DATES OF RESIDENCE

APPLICATION MUST BE SIGNED BEFORE A NOTARY PUBLIC

Signature of Applicant _____

Subscribed by and sworn to before me this _____ day of _____ 20____ at _____,

County of and State of _____ Nortary Public _____ Address _____

My Commission Expires _____

Seal



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AUTHORIZATION FOR RELEASE OF INFORMATION

I, (print full name) _____ hereby certify that all statements made in connection with my application for employment with Brimfield Township are true and complete to the best of my knowledge and belief and I understand and agree that any misstatement or omission of material facts will cause forfeiture on my part of all rights of employment with Brimfield Township.

For the purpose of my possible employment, I authorize Brimfield Township to make a thorough investigation into my background which may include financial status, academic record, physical and mental record, employment record, military service record, criminal record, reputation and character references.

I understand that I may be required to submit to the following examinations as required by Brimfield Township: physical, interview and polygraph.

I understand that information obtained from the background investigation and the above examinations may constitute a basis for denial of my employment.

I understand that any information obtained from the background investigation will be used solely for the purpose for which it is intended.

Signature of Applicant

Date