

TOWNSHIP OF CUMRU

BERKS COUNTY, PENNSYLVANIA
1775 WELSH ROAD
MOHNTON, PA. 19540

WWW.CUMRUTOWNSHIP.COM

JOB DESCRIPTION

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

TITLE: Administrative Assistant, Class 3
DEPARTMENT Administration Department

SUPERVISED BY:

This position is supervised by the Business Administrator. The Business Administrator has the authority to comment and evaluate the Administrative Assistant position. Comments are made through verbal and written instructions and by physical demonstration, as necessary. Evaluations are written and done at least every 12 months.

JOB IS: Full-time

WORK BREAKS: Lunch: 30 minutes
Breaks: 30 minutes total (2 @ 15 minutes each)

WORK SCHEDULE: Hours vary; Monday – Friday
SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the supervisor

DATE COMPLETED: September 11, 2024
EFFECTIVE DATE:

PURPOSE OF THE POSITION:

The purpose of the Administrative Assistant position is to perform work of moderate complexity with some guidance from the Administrative Department Foreman. Assignments are stable in nature and are carried out in accordance with standard administrative practices and general work instructions.



MINIMUM REQUIREMENTS TO HOLD THIS POSITION:**1) Required Education/Experience/Training:**

- High school diploma or GED
- Comprehensive knowledge, typically gained from three or more years experience, of business English, spelling, punctuation, arithmetic, office practices, procedures, and appliances
- Considerable experience, typically gained from three or more years, as a Clerk preferred
- Business school training course may be substituted for one year of experience or any equivalent combination of training and experience

2) Required Ability to Use / or / Learn to Use and Operate the Following:

- Standard office equipment, including but not limited to multi-line phones, personal computers, copiers, scanners, facsimile machines, postage meters, and adding machines
- Standard office software, including but not limited to Microsoft Office suite, permitting software, and accounting software

3) Required Licenses/Certificates/Registrations:

- Valid Pennsylvania Drivers License

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:**Essential Abilities To:**

- Accurately and legibly complete administrative forms and reports in a timely fashion, both in handwriting and by keyboard
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor(s)
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively verbally and in writing
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity production standards
- Maintain socially appropriate behavior
- Read labels and written instructions which are typically in English
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, and machines

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION (CONTINUED):

- Respond to inquiries and/or complaints in a timely and professional manner
- Drive, as required

Essential Abilities To:

- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position

PHYSICAL DEMANDS OF JOB

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

IA. In an 8 hour workday, this job requires the physical ability to CONTINUOUSLY:

- A) Sit for up to: 3 hours
- B) Stand for up to: 1 hour
- C) Walk for up to: 1 hour

IB. During an ENTIRE 8 hour workday, this job requires the physical ability to:

- A) Sit for up to: 6 hours
- B) Stand for up to: 1 hour
- C) Walk for up to: 1 hour

II. Job requires the physical ability to LIFT/CARRY:

- A) Up to 10 pounds occasionally

III. Job requires the physical ability to use hands for repetitive actions such as:
Simple grasping and fine manipulation

III. Job requires the physical ability to function in activities involving:

- A) OCCASIONAL: Bending, squatting, reaching,
- B) CONTINUOUS: Exposure to marked changes in temperature and humidity, exposure to dust, fumes, and gases, noise

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I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Job Description Title: _____

Today's Date: _____

Printed Name: _____

Signature: _____

Please Note:

Complete the following **ONLY** if the employee is unwilling to sign the Job Description.

I gave a copy of the attached Job Description document to the following employee on this date. The employee was unwilling to sign the Job Description form.

Employee Name: (Printed): _____

My Name (Printed): _____

My Name (Signed): _____

Date: _____