



5945 N. Dixie Drive  
Dayton, Ohio 45414  
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HarrisonTownship.org

## Job Posting

### Release Date

January 24, 2023

### Submit Responses to

**Emily Crow, AICP**

Development Director

Harrison Township

5945 N. Dixie Drive

Dayton, Ohio 45414

ecrow@harrisantownship.org

### Submission:

**Accepting Cover Letters and Resumes Until February 6, 2023**

### Position Description

Harrison Township is seeking applicants for a part time (up to 1500 hours annually) administrative assistant to work in the Development Department on property maintenance and development projects. This position will primarily support the Code Enforcement Division on nuisance and deteriorating property abatements and violations.

### Pay Range

\$18.37-\$26.31/Hour Depending on Experience

## Full Position Description

# Property Maintenance Administrative Assistant

POSITION DESCRIPTION-1/23/23

### **GENERAL PURPOSE:**

Performs a variety of routine administrative and secretarial tasks related to processing properties for property maintenance violations and abatements, including property research, compiling documents, preparing, and sending notifications, and assistance tracking billings and status of project completion.

### **SUPERVISION RECEIVED:**

Works under the general guidance and direction of the Development Department Administrative Assistant and Code Enforcement Officer Two.

### **SUPERVISION EXERCISED:**

None.

### **PAY RANGE:**

\$18.37-\$26.31/Hour Depending on Experience

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Moderate due diligence and administrative tasks related to property maintenance, including assembly of staff reports, assembly of critical documents, collection of information from various parties, file management, and preparation of weekly and monthly reports on the status of property remediation.
2. Preparing notification letters and documentation.
3. Conducting property research related to ownership, tax status, and other public records.
4. Data entry into several platforms including but not limited to Microsoft Excel, IWorq, and VIP software.
5. Document formatting and preparation in Microsoft Word, and Adobe InDesign with creation of charts and tables.
6. Answering department phone calls and directing callers to the responsible staff member.
7. Preparation of presentation materials and packets for public hearings on nuisances and dangerous properties.
8. Transcription of minutes and preparation of resolutions related to the same.

### **PERIPHERAL DUTIES:**

- Answering the general township administration phone lines to relieve others.
- Assist with planning, zoning, and economic development administrative tasks.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- (A) Graduation from a high school,
- (B) Three (3) years' experience in real estate, para legal or building inspection, land use, zoning administration, public administration or a related field, or
- (C) Any equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

1. Advanced skills in Microsoft Office.
2. Experience with data entry and SRQ databases.
3. Ability to prepare, organize and maintain data, reports, and systems;
4. Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions;
5. Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly;
6. Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits;
7. Ability to communicate effectively orally and in writing;
8. Ability to establish and maintain effective working relationships with citizens, contractors, and supervisors;
9. Ability to follow verbal and written instructions;
10. Ability to handle stressful situations and effectively deal with difficult or angry people.

### **SPECIAL REQUIREMENTS:**

Experience with property research through public records or paralegal experience will be valuable.

Strong organizational skills, with follow through and diligent record keeping.

Comfort with data entry and document preparations, good graphic skills.

### **TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing and data base software; phone; mobile, copy and fax machine, mailing machines.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sitting and/or standing at a desk for up to 8 hours per day, operating a computer and phone. Occasionally, this position may need to lift items up to 25 lbs, and lift items up to 10 lbs over their head.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is an office position, and the individual will work in an office or cubicle with a dedicated desk, chair and computer with a monitor of adequate size to facilitate the type of work required. The workspace is secured from public access and the building is accessible with zero rise entrances and an elevator.

The noise level in the work environment is usually low to moderate.

### **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.