

Township secretary Job Description

- Opening and closing of Township Hall
- Answer phones
- Wait on customers at counter
 - o Process payments
 - Tax
 - Permits
 - Park deposits and payments
 - Water Debt
 - FOIA payments
 - CDBG
 - o Issue burn permits
 - o Property Record search in BS&A
 - o Tax Record search in BS&A
 - o Building/Electrical/Mechanical/Zoning Permits
 - o Park Reservations
 - o Collect AV applications and ballots
 - o Forward complaints to appropriate department
 - Notify Road Commission, Drain Commission, Consumers of service requests/problems
 - o Property check requests for Police Department
 - o Issue permits for door-to-door vendors
- Review newspaper daily and cut out anything pertinent to Erie Township
- Filing
 - o Office
 - o Supervisor
 - o Clerk
 - o Assessing
 - o Building
- Collect mail from post office
- Flag Duty
- Assist in maintain township ordinance book, zoning book, SOP
- Assist in preparing and mailing packets for planning, zoning, etc. meetings
 - o Public hearing notifications to adjacent property owners when necessary
- Assist with research, reports, letters
- Inventory of township supplies and place orders when necessary or requested
- May be asked to assist different departments with filings, projects, correspondence

- Accounts payable

- Collect invoices, receipts, purchase orders from department heads
- Code invoice with proper general ledger account number
- Enter and Process invoices in BS&A
 - Checks are signed by Clerk then Treasurer
 - Make (2) copies of checks – one to treasurer, one filed with pay slip
- Maintain organized filing system for paid invoices