

SPRING GARDEN TOWNSHIP
YORK COUNTY, PENNSYLVANIA

RESOLUTION # 2023 - 27

A RESOLUTION AMENDING THE JOB DESCRIPTIONS OF FINANCE ADMINISTRATOR, ZONING OFFICER, AND OFFICE SUPPORT AND CREATING A FINANCE ASSISTANT JOB DESCRIPTION

WHEREAS, the Board of Commissioners has adopted job descriptions, titles, and classifications for non-collective bargaining unit employees and therefore must authorize any changes thereto; and

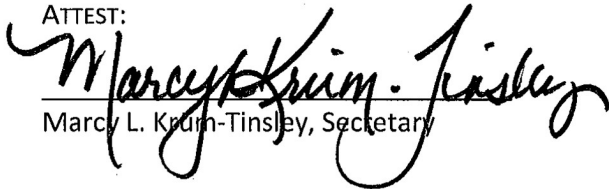
WHEREAS, the Board of Commissioners desires to amend certain job descriptions and create a job description.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Township of Spring Garden, York County, Pennsylvania, hereby approves the amended job descriptions for the Finance Administrator, Zoning Officer, and Office Support as set forth in Exhibits A – C which are attached hereto;

NOW, THEREFORE BE IT FURTHER RESOLVED, the Board of Commissioners of the Township of Spring Garden, York County, Pennsylvania, hereby approves the creation of a job description for Finance Assistant as set forth in Exhibit D.

DULY ADOPTED, this 11th day of October, 2023.

ATTEST:


Marcy L. Krum-Tinsley, Secretary

SPRING GARDEN TOWNSHIP BOARD OF COMMISSIONERS


Daniel E. Rooney, President



Exhibit A

Job Description

Department: Administration

FLSA: Exempt, Full-Time

Wage Range: Hourly / \$28.00 to \$35.00/hr.

Job Title: Finance Administrator

Reports to: Township Manager

Date: October 11, 2023

General Definition of Work for the Finance Administrator

Assures that all fiscal operations and tasks of Spring Garden Township (accounts payable, accounts receivable, payroll, the preparation, processing, and maintenance of financial transactions and a variety of other tasks in support of the assigned area of responsibility) are carried out in accordance with applicable statutes of the Commonwealth of Pennsylvania and the policies of the Pennsylvania Auditor General and Spring Garden Township. Must at all times observe sound fiscal practices and is responsible for recording and carrying out all policies and decisions of the Township Manager and Board of Commissioners as directed.

Administers insurance renewal processes, assists employees with benefits enrollment and questions, manages insurance billing, and maintains employee database and files.

This position works in conjunction with the Township Manager, the Treasurer, and any other person or persons assigned Township fiduciary and employee obligations. This position oversees the Finance Assistant(s).

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The Finance Administrator will interact with the public and other employees on problems of balancing and coordinating data and with the coordination of benefits.

The requirements listed below are representative of the knowledge, skill, and/or ability required. The individual will have limited latitude for independent decision-making, such as in interpreting and applying procedures, and often will perform some or portions of essential duties at the request of and under the direction or supervision of the Township Manager or designee. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential duties.

Essential Duties

- Coordinate in the management of the budget, including assessing interdepartmental results and working with each department on updating projects throughout the year, etc.
- Oversee and assign work to the Finance Assistant(s).
- Compile and sort documents, such as invoices and checks, substantiating business transactions.
- Verify and post details of business transactions, such as funds received and disbursed, and total accounts to ledgers/spreadsheets/databases.
- Compute and record changes, refunds, costs of lost or damaged goods, rentals, and similar items.
- Prepare invoices, checks, account statements, financial reports, warrant reports, and other requested records and review them for accuracy.
- Maintain detailed records and statistics for year-end transaction reports, adjusting and updating records, as necessary.



- Prepare payroll, year-end filings, monitor employee paid-time-off, submit pension plan funding, and reconciliations.
- Monitor loans, accounts receivable, and accounts payable to ensure that payments are up to date; issue past due notices as appropriate.
- Prepare journal entries by reviewing the source documentation and making relevant adjustments; address uncleared transactions.
- Assist in the preparation of statistical reports as directed.
- Be proactive in monitoring the Township's financial well-being by assessing upcoming cash flows and requirements of the Township, budget vs. actual results, and other reports deemed appropriate by Management and the Board of Commissioners.
- Coordinate and prepare pertinent information for auditors.
- Code data for input to financial systems according to Township practices.
- Administer various employee benefit programs, such as group health, health reimbursement and savings accounts, dental and vision, accident and disability, life insurance, workers' compensation, COBRA, etc.
- Carry out new employee enrollments; conduct benefit orientations for new employees; and explain benefits to employees.
- Maintain employee benefit filings systems to ensure benefits changes are entered appropriately into payroll system for payroll deduction.
- Maintain confidential medical information in accordance with applicable laws and regulations.
- Assist with, review and respond to, and follow-up on claims (employment, medical, etc.).
- Verify the calculation of the monthly premium statements for all insurance policies and maintain statistical data relative to premiums, claims, and costs.
- Obtain statistics and information in the renewal process of insurances that benefit employees and the Township.
- Prepare and set-up meetings designed to help employees obtain information and understand Township benefits and other related incentive programs. Ensure distribution of required employee notices.
- Attends various meetings, address issues presented, provide appropriate guidelines for improving processes, and to identify opportunities for enhancement.
- Prepare and maintain employee reports, not less than quarterly, new-hire and absentee reports.
- Respond in a timely and courteous manner to phone calls, e-mails, and walk-in clients.
- Contribute to the efficiency and effectiveness of administrative service to the elected officials and Spring Garden Township constituents by offering suggestions and directing or participating as an active member of a team.
- Represent Spring Garden Township with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Assist front office staff.
- Carry out other duties as assigned.

Required Knowledge and Skills

Knowledge of:

- Applicable confidentiality and relevant record retention requirements.
- Finance administration and fundamental account procedures.
- (Pennsylvania Municipal) Chart of Accounts and the Pennsylvania First Class Township Code.
- Federal, Commonwealth, and local laws, rules, and regulations applicable to work assignments.
- Principles and practices of effective customer service.



- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person or over the telephone.
- Spring Garden Township rules and regulations.

Skills in:

- Accounting, including record-keeping methods, practices, and procedures.
- Analyzing and interpreting a variety of fiscal information and data related to operations.
- Planning, organizing, and prioritizing work assignments to meet time requirements and facilitate the flow of work.
- Understanding, learning, analyzing, interpreting, and applying pertinent codes, laws, rules, and regulations applicable to fiscal work assignments.
- Understanding, applying, and maintaining internal fiscal controls in the performance of work assignments.
- Microsoft office applications such as Excel, Word, and Outlook, and QuickBooks or similar accounting software.
- Operating copies, printers, scanners, calculators, and other related common office equipment.
- Preparing technical reports and financial analyses.
- Interpreting policies and regulations.
- Communicating effectively and tactfully and understanding and following instructions in both verbal and written form.
- Contributing positively to team efforts.
- Following direction through the supervisory chain of command.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

Education and Experience

- Minimum of an Associate degree in Business, Finance, Accounting, or related field. Commensurate experience may be considered in lieu of a degree, particularly experience in public finance administration.
- Minimum of 2 years' experience in benefits coordination or administration.

Physical Requirements

- Work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires driving, standing, walking, speaking or hearing and reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing, pulling, lifting, reaching, and grasping.
- Specific vision abilities required include close vision and ability to focus.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

Physical Requirements

- Noise level in the work environment is moderately quiet and is similar to other general administrative offices.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The Finance Administrator shall be appointed by and serve at the pleasure of the Board of Commissioners.



Job Description

Department: Administration

FLSA: Exempt, Full-Time

Salary Range: \$40,000 to \$65,000, annually

Job Title: Zoning Officer

Reports to: Township Manager

Date: October 11, 2023

General Definition of Work for the Zoning Officer

The Zoning Officer is responsible for the interpretation and enforcement of Spring Garden Township's Zoning Ordinance, Land Development Ordinance, Stormwater Ordinance, building permits, and On-Lot Disposal Systems Ordinance, as well as promoting general community development. The Zoning Officer provides support to various Township boards and commissions, as needed. The Zoning Officer works under direction of the Township Manager but will have considerable discretion and independent judgment to rely on his/her advanced level of experience to determine the best approach for the creation, interpretation, and enforcement of policies and procedures. It is expected that the Zoning Officer will seek technical and legal guidance only on unusual or complex problems or issues.

The Zoning Officer's obligation is to promote, protect, and facilitate within Spring Garden Township any and all of the following: public health, safety, morals, and general welfare; practical community development and proper density of population; the preservation of natural, scenic, and historical resources of Spring Garden Township's social, economic, and environmental components; and proper management of Township zoning, stormwater, recycling, and land development programs.

The Zoning Officer directs the Code Enforcement program and supervises the Office Support Assistant(s).

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential duties.

Essential Duties

- Review building permit applications for compliance with zoning ordinance; issue permits when appropriate; explain regulations, areas of non-compliance, and possible procedures for remedies when permits are denied.
- Observe and inspect the Township for violations of the zoning ordinance (including sign regulations); ensure enforcement through various prescribed remedies when violations are noted.
- Process land development plans, zoning hearing applications, and rezoning applications in a timely manner; determine compliance with applicable codes, ordinances, and regulations; provide summary of findings, decisions, and interpretations to applicable boards and commissions.
- Process and prepare text amendment applications.
- Conduct construction and compliance inspections, pre-application site meetings, and random patrols for active violations.
- Investigate zoning complaints; conduct interviews; photograph and research suspected violations; prepare violation letters; file civil complaints with local courts; prepare appeal applications to the Zoning Hearing Board and state court when necessary.
- Prepare legal advertisements as required by law for various meetings, hearings, and ordinances.
- Complete quarterly and annual reports and other written reports and documents as assigned.
- Respond in a timely and courteous manner to phone calls, e-mails, and walk-in clients to answer questions relating to zoning, land development, building permit, etc.
- Inspect, register, and record non-conforming uses, structures, and/or lots.



- Issue (and revoke when necessary) zoning and building permits to ensure compliance with Township land use regulations.
- Issue Use and/or Occupancy Certificates to ensure legalized use of a property and to assure the construction and the occupying use conforms to the application as filed and that all municipal obligations are observed.
- Represent the Township at Zoning Hearing Board proceedings, with the District Justice, and/or the Court of Common Pleas.
- Prepare for and attend meetings of various authorities, boards, commissions, and associations; make public presentations as needed.
- Prepare administrative proceedings for the Planning Commission and the Zoning Hearing Board (such as but not limited to: agenda, advertisements, and minutes).
- Serve as a liaison between the Board of Commissioners and land development and other applicants; communicate the Board's decision to applicants, developers, agents, and appropriate county agencies.
- Adhere to all other obligations regarding the Zoning Officer as specified in the Township Zoning Ordinance, as amended, and as required by the Pennsylvania Municipalities Planning Code.
- Make recommendations for changes to land use and plans.
- Prepare press releases to address education and local concerns when directed.
- Prepare and provide information and reports as required (such as census data, street addresses, budget figures, Chapter 94 report, and curb/sidewalk maintenance letters).
- Carry out duties as the alternate Right-to-Know Officer.
- Coordinate annual Department of Environmental Protection recycling reporting and annual compliance.
- Administer the On-Lot Disposal System (OLDS) program.
- Prepare and assist with Municipal Separate Storm Sewer System (MS4) permitting, inspections, reporting, and compliance.
- Understanding of the Code Enforcement and the violation and citation process.
- Understanding and ability to conduct inspections in compliance with the Property Maintenance program.
- Supervise the Code Enforcement Officer and Office Support Assistant(s).
- Contribute to the efficiency and effectiveness of administrative service to the elected officials and residents of Spring Garden Township by offering suggestions and directing or participating as an active member of a team.
- Represent Spring Garden Township with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Attend meetings in the evening as required.
- Carry out other duties as assigned.

Required Knowledge and Skills

Knowledge of:

- Zoning laws, Spring Garden Township ordinances, First Class Township Code, Municipalities Planning Code, and Uniform Construction Code.
- Architectural and engineering drawings and sketches.
- Applicable confidentiality requirements.
- Pennsylvania Right-to-Know and Sunshine Laws.
- Record retention requirements.
- Municipal government structure and process.
- Federal, Commonwealth, and local laws, rules, and regulations applicable to work assignments.
- Principles and practices of effective customer service.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person or over the telephone.
- Spring Garden Township rules and regulations.

Skill in:

- Supervising subordinate staff and directing administration of duties and responsibilities.



- Microsoft office applications (Word, Outlook, Excel, PowerPoint, etc.).
- Time management, work organization, and attention to detail.
- Designing, conducting, analyzing, and interpreting results of special studies and reports used to evaluate program effectiveness.
- Presenting information clearly, concisely, calmly, and in an interesting manner to citizen groups, public officials, and the public.
- Determining the economic and social problems of the Township and how they relate to community development.
- Enforcing regulations in a fair, consistent, and equitable manner.
- Effectively testify in a courtroom setting.
- Interpreting codes, ordinances, policies, and regulations.
- Communicating effectively and tactfully in both verbal and written form.
- Positively contributing to team efforts.
- Following direction through the supervisory chain of command.
- Understanding and following instructions in both verbal and written form.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

Education and Experience

- Bachelor's degree in Planning, Urban Studies, Public Administration, or related field. Commensurate experience may be considered in lieu of a degree.
- Five or more years' experience in local government planning and zoning related activities.

Physical Requirements

- Work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires driving, standing, walking, speaking or hearing and reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching, grasping, and depending on the functional area of assignment, tasks may involve the ability to exert light physical effort usually involving some pushing, pulling, and lifting of objects and materials of light weight (up to 20 pounds).
- Specific vision abilities required include close vision and ability to focus.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data.

Work Environment

- Noise level in the work environment is typically moderately quiet and is similar to other general administrative offices. However, during inspections, the employee may be exposed to cold/heat, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, mechanical hazards, chemical hazards, traffic hazards, microbiological hazards, and bodily injury.

Special Requirements

- Building Code Official certificate (BCO) and continual maintenance of BCO status.
- Valid PA driver's license.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The Zoning Officer shall be appointed by and serve at the pleasure of the Board of Commissioners.



Job Description

Department: Administration

FLSA: Salary Non-Exempt or Hourly

Wage Range: Hourly / \$15.00 to \$20.00/hr.

Job Title: Office Support Assistant

Reports to: Zoning Officer

Date: October 11, 2023

General Definition of Work

The Office Support Assistant will perform a variety of administrative and clerical duties such as handling incoming calls and other communications, providing support to customers and visitors, organizing and managing files, preparing and maintaining documents, scheduling appointments, managing office supplies, and carrying out basic bookkeeping, in addition to general office administrative duties and errands.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The Office Support Assistant will interact frequently with the public and other employees.

The requirements listed below are representative of the knowledge, skill, and/or ability required. The individual will have limited latitude for independent decision-making, such as in interpreting and applying procedures, and often will perform some or portions of essential duties at the request of and under the direction or supervision of the Township Manager or designee. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential duties.

Essential Duties

- Assisting Township staff to optimize processes.
- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting and aiding with reception of visitors as needed.
- Sorting and distributing communications in a timely manner.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office administrative duties and errands.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Creating, maintaining, and entering information into databases.
- Responding in a timely and courteous manner to phone calls, e-mails, and walk-in visitors.
- Contributing to the efficiency and effectiveness of administrative service to the elected officials and Spring Garden Township constituents by offering suggestions and directing or participating as an active member of a team.
- Representing Spring Garden Township with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Carrying out other duties as assigned.



Distinct Duties

- Provides administrative assistance to the department heads.
- Point of contact for Water Company with regard to sewer billing.
- Completes sewer certifications.
- Reviews and certifies accuracy pertaining to sewer billing.
- Updates website.
- Provides administrative assistance to Code Enforcement Officer or designee which includes, but is not limited to the following: rental registration, code enforcement, plumbing applications and licensing.

Required Knowledge and Skills

Knowledge of:

- Applicable confidentiality and relevant record retention requirements.
- The Pennsylvania First Class Township Code.
- Principles and practices of effective customer service.
- Ability to work professionally with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person or over the telephone.
- Spring Garden Township rules and regulations.

Skill in:

- Planning, organizing, and prioritizing work assignments to meet time requirements and facilitate the flow of work.
- Proofreading documents.
- Microsoft office applications such as Excel, Word, and Outlook and ability to learn other computer applications
- Operating copies, printers, scanners, calculators, and other related common office equipment.
- Communicating effectively and tactfully.
- Understanding and following instructions in both verbal and written form.
- Contributing positively to team efforts.
- Following direction through the supervisory chain of command.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

Education and Experience

- High school diploma.
- Minimum 1 year of experience as an office assistant or in related field.

Physical Requirements

- Work daily requires using hands to type, finger, handle and feel, as well as repetitive motions, sitting, standing, walking, speaking and hearing in person and on the telephone, and reaching with hands and arms. Work frequently requires driving, and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing, pulling, lifting, reaching, and grasping.
- Specific vision abilities required include close vision for reading on paper and on a computer screen, and ability to focus.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word decibels.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The Office Support Assistant shall be appointed by and serve at the pleasure of the Board of Commissioners.



Job Description

Department: Administration

Job Title: Finance Assistant

FLSA: Salary Non-Exempt or Hourly

Reports to: Finance Administrator/Assistant Secretary

Wage Range: Hourly / \$18.00 to \$24.00/hr.

Date: October 11, 2023

General Definition of Work

The Finance Assistant acts as a staff assistant to the Finance Administrator, performing a wide variety of administrative support functions, tasks, and projects.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The Finance Assistant will interact frequently with the public and other employees. The requirements listed below are representative of the knowledge, skill, and/or ability required. The individual will have limited latitude for independent decision-making, such as in interpreting and applying procedures, and often will perform some or portions of essential duties at the request of and under the direction or supervision of the Finance Administrator or designee. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential duties.

Essential Duties

- Performs a wide variety of administrative duties as required by daily operations in the Township.
- Responds directly to requests, comments, and correspondence when appropriate; route issues to the appropriate township staff member or department when required for follow-up.
- Helps in processing park pavilion rentals, special events, and field rental applications.
- Assists the Finance Administrator with processing payroll, accounts payable and receivable, and other financial transactions such as invoices.
- Manages office supply inventory (Administration and Public Works); ensures all departments provide quotes for purchases per policy.
- Prepares and assists in the development of newsletters and other informational materials about Township programs and services; assists with maintaining municipal website.
- Acts as the Recycling Coordinator and follows the provisions within the Municipal Waste Planning Recycling and Waste Reduction Act (**Act 101**).
- Serve as overseer of the Township's municipal records retention and disposition schedule in accordance with the Pennsylvania Municipal Records Manual.
- Serves as the Right-to-Know Officer.
- Assists in all related clerical and administrative work as directed. Carries out Office Support duties when staffing is needed.
- Responsible for set-up and tear-down of meeting rooms following use.
- Responds in a timely and courteous manner to phone calls, e-mails, and walk-in visitors.
- Contributes to the efficiency and effectiveness of administrative service to the elected officials and Spring Garden Township constituents by offering suggestions and directing or participating as an active member of a team.
- Represents Spring Garden Township with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Performs other duties as assigned.

Distinct Duties

- Provides bookkeeping assistance to Finance Administrator, and provides administrative assistance to the Township Manager, as requested.
- Daily monitors all receivables; prepares deposit packets; journals deposits in accounting software; and, presents these items to Finance Administrator for confirmation.
- Serves as Recycling Coordinator, oversees record retention, and manages Payments in Lieu of Taxes programming.
- Communicates monthly with alternate Right-to-Know officer regarding requests.



- Under the direction of the Finance Administrator, administers the sanitary sewer billing (tracking delinquents and payments plans where necessary, recommendation for service shut-off, filing liens, etc.).
- Prepares biannual newsletter for the Township.
- File organization (electronic and paper) of financial transactions (AP/AR).
- Preparation of invoices; ensures all invoices are paid timely and enforcement actions are taken as necessary.
- Customer service back-up (reception and telephones).

Required Knowledge and Skills

Knowledge of:

- Applicable confidentiality and relevant record retention requirements.
- Principles and practices of effective customer service.
- Ability to work professionally with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person or over the telephone.
- Spring Garden Township rules and regulations.
- Familiarity with Microsoft Office applications (Word, Excel, Outlook, etc.).
- Proper English usage, grammar, punctuation, vocabulary, and spelling.

Skill in:

- Ability to provide varied, responsible, and confidential administrative and financial support to Township staff; perform daily operations in an efficient, well-organized, confidential, and courteous manner; interpret, apply, explain, and reach sound decisions in accordance with policies and procedures; use tact, discretion, initiative and independent judgment within established guidelines; research, compile and summarize a variety of informational materials; compose correspondence independently or from brief instructions; accurately record and maintain records; establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public; recommend solutions and adopt effective courses of action; plan, organize, and schedule priorities in the office; and, communicate effectively verbally and in writing.

Education and Experience

- High school diploma.
- Minimum three years of experience in a bookkeeping position, or related field, with customer service responsibilities.

Work Environment

- The noise level in the work environment is usually quiet; it can be quite hectic and require an ability to perform multiple tasks, adhere to deadlines, and maintain considerable tact when dealing with others, regardless of their treatment of you.

Physical Requirements

- Work daily requires using hands to type, finger, handle and feel, as well as repetitive motions, sitting, standing, walking, speaking and hearing in person and on the telephone, and reaching with hands and arms. Work frequently requires driving, and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing, pulling, lifting, reaching, and grasping.
- Specific vision abilities required include close vision for reading on paper and on a computer screen, and ability to focus.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word decibels.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The Office Support Assistant shall be appointed by and serve at the pleasure of the Board of Commissioners.



