

# ARCADIA TOWNSHIP

## EMPLOYEE JOB DESCRIPTION

**JOB TITLE:** Receptionist / Recording Secretary  
**JOB CONTROL:** Regulatory: Arcadia Township Board  
Supervisory: Arcadia Township Clerk

### CONDITION OF EMPLOYMENT:

1. Attend Planning Commission meetings.
2. Attend Zoning Board of Appeals meetings.
3. Work at Township Hall for 12 hours per week plus meetings.
4. Be able to work extra hours as needed.

### TASKS:

1. Prepare agenda for Zoning Board of Appeals and Planning Commission.
2. Take minutes of Zoning Board of Appeals and Planning Commission meetings.
3. Transcribe minutes and distribute agenda and minutes of meetings as required.
4. Type ordinance or other material required by Planning Commission as instructed by the Planning Commission Chairman.
5. Submit attendance to meeting of Planning Commission and Board of Appeals members to the Township Clerk at the end of each quarter: April 1, July 1, October 1 and January 1.
6. Forward proposed ordinance or amendments to the Township Attorney for review and prepare public notices.
7. Arrange with the Township Clerk for publication and posting of all notices required for holding public hearings.
8. Maintain all appropriate records regarding Planning Commission and Board of Appeals discussion and actions.
9. Forward to appropriate departments Planning Commission and Board of Appeals Correspondence.
10. Township receptionist.
11. Assist with applications for Zoning Board of Appeals and Planning Commission and addressing.
12. Direct phone calls and township residents to the appropriate township officials.
13. Miscellaneous typing, mailing, filing and copying.
14. Hall rentals
15. Maintain and order office supplies.
16. Assist with assessing information.