

**EMPLOYEE NOTICE
JOB DESCRIPTION & JOB POSTING**

JOB TITLE: Secretary II
SALARY: \$33,289 - \$68,326
DEPARTMENT: Planning

JOB DESCRIPTION: Under the direction of the Department Head, performs a variety of routine and complex secretarial and administrative work. Official record keeping, providing administrative support to the Planning, Zoning and Engineering staff. Provides support and backup to Administrative Secretary. Must be able to multi-task and work well under pressure.

ESSENTIAL FUNCTIONS PERFORMED:

- Responsible for processing zoning permits, tenancy reviews and other pertinent records.
- Proofread documents and list input changes.
- Provide information to the public and other Township Departments regarding zoning and planning information, filing of permits.
- Disseminate information in a courteous and professional manner.
- Answer, screen and route phone calls.
- Maintain department's database.
- Type variety of reports, correspondence, memorandums, forms, various statistical information and related forms.
- Perform all functions for the smooth, effective and efficient office operation.
- Maintain, compile and/or assist in gathering and preparing data from diverse sources for various reports, projects, verifications and documents.
- Maintain complex files and general office filing.
- Receives and distributes incoming mail, processes outgoing mail.
- Prepares meeting packets for various Boards and Commissions.
- Schedules appointments
- Perform other duties as required.

EQUIPMENT USED:

Computer	Calculator	Plotter/Scanner
Copier	Telephone	Adding Machine
Facsimile Machine	Shredder	Label Maker

AFSCME UNION

REQUIRED KNOWLEDGE AND ABILITIES:

Ability to:

- adhere to prescribed rules, regulations, routines and practices;
- maintain complex records and files;
- compile and enter data into computer programs with extreme accuracy;
- read, write, speak, and communicate clearly and effectively in English;
- carry material more than 15 lbs;
- assist the public and coworkers cooperatively and courteously;
- learn and adapt to computer program update and enhancements including, but not limited to databases, spreadsheets and special programs on both personal computer and server environments;
- read and type from a handwritten document;
- prioritize work and meet required deadline;
- read, comprehend, interpret relevant codes, ruling, policies and procedures and understand and perform instruction of Department Head;
- maintain effective working relationship with all employees, department heads and general public in a courteous and tactful manner;
- render assistance where needed; and

QUALIFICATIONS:

- High School degree or GED equivalent required.
- Training or experience in secretarial skills including computer (word, access, excel) and typing.
- Operation of basic office equipment including computer, fax machine, plotter/scanner & copy machine.
- Must successfully pass a six-month probation period.
- Must successfully pass a thorough criminal history and background check (if new to South Brunswick Township employment).

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Please submit your application on-line. This position will be posted until filled.

South Brunswick is an Equal Opportunity Employer.