



**BOARD of TRUSTEES
MIAMI TOWNSHIP
HAMILTON COUNTY, OHIO**

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Trustees
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Fiscal Officer
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MIAMI TOWNSHIP SENIOR CENTER SECRETARY-RECEPTIONIST

Job Description

This is a staff position responsible for secretary-receptionist duties at the Miami Township Senior Center. The incumbent is responsible for the successful management of all daily secretary-receptionist duties of the senior center.

Qualifications

1. One-year secretarial experience, or the equivalent
2. Must be a high school graduate
3. Ability to communicate with participants and public in a professional manner

Job Duties and Responsibilities

- A. Performs office duties as required by the Director and staff personnel.
 1. Performs all typing of forms, correspondence, etc.
 2. Conducts general receptionist duties.
 3. Performs general office filing.
 4. Orders all office supplies.
 5. Responsible for care and cleaning of office equipment.
- B. Collection of accounting materials
 1. Making deposits for both the Center and the Travel Club.
 2. Responsible for Petty Cash expenses and give accurate accounting monthly-
- C. Performs other duties and special assignments as directed by the Director.

The secretary-receptionist reports to the Senior Center Director. A yearly evaluation is given, and contact is daily.

The secretary-receptionist is guided by the:

1. Statement of purpose of the Agency'
2. Agency Goals and Objectives.

and operates within constraints imposed by:

1. Laws governing non-profit agencies
2. Regulations of the various agency funding sources