



Hamilton County, OH

8540 Kenwood Road  
Sycamore Twp, OH  
45236-2010  
PH (513) 791-8447  
FX (513) 792-8564

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Sycamore Township, Hamilton County

Sycamore Township ([www.SycamoreTownship.org](http://www.SycamoreTownship.org)) is accepting applications for the position of Administrative Assistant/Receptionist. This full-time position provides administrative support for the Township including answering phones, greeting visitors, filing documents, and sorting mail. Minimum high school diploma required, associate's degree in a related field or equivalent experience in an office setting preferred.

Salary is DOQ/DOE. In addition, the Township offers a comprehensive benefits package that includes medical, dental and life insurance, vision HRA, retirement program (OPERS), deferred compensation (457b) (optional), PTO, 12 paid holidays per year, FMLA, tuition reimbursement program, and an employee assistance program.

The complete job description is available below at [www.sycamoretownship.org](http://www.sycamoretownship.org)

Resume with cover letter should be submitted by email to Beth Gunderson at [bgunderson@sycamoretownship.org](mailto:bgunderson@sycamoretownship.org)

This position is open until filled.

Sycamore Township is an Equal Opportunity Employer.

**Sycamore Township**  
**Job Description**



**Title:** Administrative Assistant / Receptionist  
**Reports To:** Administrator  
**Hours:** 8am-4:30pm (M-F)  
**Salary:** Minimum Starting Salary \$23/Hour  
**FLSA:** Full Time – Non Exempt

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**Purpose of the Position**

The primary function of this full-time position is to provide administrative support to the general functions of the Township. The primary responsibilities are answering the telephone, greeting and assisting visitors, filing documents, and sorting mail. Punctuality, reliability, and a strong work ethic are essential to the job.

**Primary Responsibilities and Duties**

- Greet and assist visitors
- Assist visitors with picking up and dropping off Township forms and paperwork
- Answer telephone and assist callers or transfer calls as necessary; check voicemail
- Answer general email inquiries to [info@sycamoretowship.org](mailto:info@sycamoretowship.org)
- Provide clerical support to all Township Departments and personnel
- Order office supplies
- Coordinate and schedule Township facility rentals and related paperwork
- Prepare vendors' permits.
- Schedule trash pick-ups, truck rental, block party permits, and other Township-offered services
- Enter data into Dude Solutions for maintenance work orders
- Assist in the maintenance of the Township filing system, including the filing of paper and use of electronic filing systems
- Work with Township staff for bill payment, document research, accounts payable and receivable
- Data entry for bi-weekly and monthly payroll
- Assist with preparation for public meetings
- Provide timely communication using all available methods as necessary
- Maintain current literature in the lobby
- Maintain display case in the lobby
- Prepare holiday announcements for the public and post them on the main entrance door
- Miscellaneous duties, as assigned

**Required Knowledge and Skills**

- General knowledge of office organization and functions.
- Knowledge and use of a multi-line telephone system.

- Computer literacy in word processing, database/spreadsheets. In particular, the office operates on the MS Office suite of programs.
- General computer knowledge (keyboard, mouse, Windows)
- Public relations skills
- Verbal and written communication skills.
- Ability to communicate effectively and professionally to the public.
- Ability to deal effectively with difficult situations involving the general public.
- Ability to utilize and operate electronic equipment including but not limited to copiers, scanners, and large format printers.
- Strong organizational skills and ability to work independently or as a team with others.
- Knowledge of Township services and activities.

### **Essential Functions**

- Sit at a desk for potentially long periods of time.
- Ability to answer and communicate on the telephone and in person.
- Knowledge and ability to operate basic office equipment, such as telephone, computer, fax machine, copier, etc.

### **Tools and Equipment**

- Personal / Laptop / Tablet Computer
- Printers
- Scanner, copier, and fax machine
- Telephone
- Keyless Entry System
- Other equipment generally considered standard and essential to an office

### **Qualifications**

- Minimum requirement of a high school diploma.
- Preference is for an associate degree in a related field.
- Valid Ohio Driver's License

### **Physical Demands**

The work environment characteristics are representative of the position. While performing the duties of the position, the employee is frequently required to sit and talk or hear, use hands to touch, handle, hold, or operate tools, controls, and objects, and reach with arms. The employee must occasionally lift or move up to 30 pounds. Various functions will require repetitive movements for an extended period of time, including the potential to sit. Specific vision abilities required by this job include near and far vision and the ability to adjust focus.

### **Disclaimer**

*Sycamore Township is an equal opportunity employer. The information provided in this job description is intended to indicate the general nature and level of work performed within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, working conditions, qualifications, and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify, and/or designate functions, responsibilities, duties, qualifications, working conditions, and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent.*