



Northampton Township

Position Classification

Job Title: Office Assistant – Part-Time

Department: Administration

Category: Non-Exempt

Supervisor: Administrative Services
Manager

Summary:

The Township is seeking a professional, organized, and welcoming individual to fill a part-time Office Assistant position within the Administration Department. This front-facing role is essential in providing excellent customer service to residents, staff, and visitors, as well as supporting the day-to-day administrative functions of the Township.

This part-time position is scheduled for Thursdays and Fridays, with flexibility to provide fill-in coverage Monday through Wednesday as needed due to time off or absences. This position has immediate availability.

Key Responsibilities:

- Greet and direct all visitors entering the Township Administration Building.
- Answer and route incoming phone calls; take accurate messages when needed.
- Respond to resident inquiries and service requests in person, by phone, and via email.
- Open, sort, and distribute incoming and outgoing mail and packages.
- Monitor local newspapers for Township-related articles, legal notices, and advertisements.
- Coordinate with the Human Resources Director to prepare monthly employee evaluation forms and update the personnel list.
- Maintain confidentiality of sensitive information.
- Post notices of building closures on the entrance doors, Township website, and cable channel.
- Prepare relevant articles for inclusion in the Township Newsletter.
- Maintain and stock the Township Information Center in the lobby.
- Keep the reception area and lobby clean, organized, and professional.
- Maintain and update department phone extension lists.
- Restock Township kitchen supplies, including paper goods and beverages.
- Order and track inventory of office supplies, forms, and printed materials.
- Schedule and witness Notary Public services.
- Operate and maintain office equipment such as phones, computers, copiers, and fax machines.
- Review and update content on the Township's cable/TV channel.
- Perform other duties as assigned to support Township operations.

Application Instructions:

Applicants interested in applying should submit a brief letter of interest and resume to Stacey Schwengels, Human Resource Director, no later than July 31, 2025.

If you have any questions regarding the position, please contact Stacey Schwengels, Human Resource Director at sschwengels@nhtwp.org.