

BOROUGH OF HELLERTOWN

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| Job Title: | Administrative Assistant | Date: | July 2022 |
| Department: | Administration | Status: | Salaried, Full Time |
| Incumbent: | | Supervisor: | Finance Manager |

Position Summary: The Administrative Assistant performs secretarial, administrative and accounting support to the elected officials, Borough Manager, Finance Manager, Planning & Zoning Officer and Public Works Director. Employee is required to become familiar with the duties of other office employees for substitute and back up purposes. Special assignments are made and reviewed by the Manager or Finance Manager as needs arise.

Duties: The Administrative Assistant is responsible for the maintenance of borough records, seeing that borough business is properly transacted and that the and concerns of the citizens are attended to or brought to the attention of the proper official.

Examples of work (this is not an exclusive list but merely a few examples)

- Prepares agenda for Council meetings by compiling correspondence, citizens requests, bills list, financial statements, proposed ordinances, and resolutions. Prepares background information (packets) for Council review prior to meeting date.
- Attends Council meetings and transcribes minutes.
- Assists with file management, including but not limited to the Borough's accounting system.
- Accepts and processes requests from public received by mail, telephone or in person for borough services such as permits, use of facilities, reservations, etc.
- Key in receipts when needed
- Assist with the sale of pool passes. Maintain pavilion rentals
- Prepare and maintain bi-weekly payroll under the direct supervision of the Finance Manager
- Maintains other records in accordance with accepted retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.
- Prepares Public Works monthly report; maintain vehicle repair schedule
- Prepares packets for Planning and/or Zoning Hearing Board meetings by compiling correspondence, applications and plans.
- Transcribes minutes of Planning Commission on an as needed basis.

- **Accepts Planning & Zoning applications, payments and documents from the public and assists callers and visitors by answering questions and explaining Borough services.**
- **Files and retrieves documents and information as required using paper and electronic filing systems.**
- **Orders and maintains office supplies as necessary**
- **Answers incoming telephone calls in a courteous manner and assists residents with service requests as needed; sorts, opens and distributes mail.**
- **Performs other duties as assigned**

Essential Functions: Maintain a positive public service attitude at all times. Establish and maintain effective working relationships with co-workers, vendors, general public. Maintain accurate financial and accounting records of the Borough. Work independently and establish priorities. Work involves considerable contact with the public.

Physical Ability:

To function in activities involving walking, bending, reaching and climbing stairs. Sit, stand and walk from one place to another. Lift and carry up to 15 lbs. Ability to see and hear. To speak and write English fluently.

Required Knowledge, Skills and Abilities:

Ability to deal effectively with the public and Borough personnel. Maintain professional appearance and attitude at all times. Knowledge of filing systems, calculators, copiers, Microsoft Office.

Minimum Qualifications:

Education equivalent to completion of two years of college level study which included courses in public administration or business or two years of responsible experience in the administration of a business or public agency or any equivalent combination of training and experience.