

North Wales Borough

Part-Time Secretary/Clerk

GENERAL DESCRIPTION

Performs administrative and accounting functions for the Borough Manager. Receives assignments, which require a broad knowledge of municipal policies, procedures, and operations. Requires the ability to represent North Wales Borough positively.

SUPERVISION RECEIVED

Reports to: Borough Manager

SUPERVISION EXERCISED

- None

ESSENTIAL JOB FUNCTIONS

- Performs monthly close out/reconciliation of accounts.
- Maintain distinct and accurate accounts of all sums received from taxes and other sources.
- Maintain controls over petty cash. Balance and reimburse petty cash fund in accordance with petty cash policy.
- Accesses, inputs and retrieves data from computer. Composes reports and correspondence with professionalism and articulation as directed.
- Receives, opens, reads for subject matter, and screens for importance and priority incoming correspondence; retains correspondence which may be personally handled to conserve the time of the Borough Manager, and that which pertains to the positions assigned areas of responsibility; prepares outgoing correspondence for mailing to include the initiation and/or composition of correspondence as delegated or assigned.
- Receives and announces officials, citizens and others to the office of the Borough Manager, receives and screens incoming calls, schedules appointments and makes travel arrangements; handles requests for information/assistance as possible and uses discretion and knowledge of Borough operations in the appropriate routing of some calls to other sources for disposition; maintains and develops positive public relations through telephone and personal contact.
- Gathers, assembles, and compiles information from varied sources and performs diversified recording functions which are particular to the administrative operations of the Borough; requires knowledge of the office's functions.
- Cheerfully greets the public, elected officials, Borough employees, consultants, developers, attorneys, and engineers.
- Performs other duties as deemed necessary.

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JOB LOCATION

This position is mainly located at the North Wales Borough Municipal Building. Although there may be occasional traveling off site to various sites within and outside the Borough.

EQUIPMENT

- Computer for word processing, spreadsheets, and data entry
- Printer
- Adding Machine
- Other Office Equipment (copier, postage machine, telephone, etc.)

KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED

- 1-3 years of related experience.
- Ability to communicate with others and receive instructions from direct supervisor.
- Extensive knowledge of operating and using a calculator, copier, scanner, and fax machine.
- Thorough knowledge of filing, record keeping and typing.
- Meticulous attention to grammar, syntax, spelling and punctuation. Excellent proofreading skills.
- Knowledge of the computer and applications software including Windows Operating Systems and Microsoft Office.
- Excellent communication skills, both oral and written.
- Exceptional attention to detail, excellent organizational abilities, and the ability to prioritize among multiple work items. Ability to meet aggressive deadlines while making progress on priority work items.
- Pleasant personality and ability to communicate effectively with the public, coworkers, Borough officials, contractors, developers, engineers, and attorneys.