POSITION TITLE: Administrative Assistant III - Borough Clerks
STATUS: Casual NTE 1040 hrs
SALARY: 7A
PCN: TP0138
UNION STATUS: 99 Non-Represented
REPORTS TO: Deputy Clerk
POSITIONS SUPERVISED: None

BASIC FUNCTION:
Provide a full range of office support functions and a variety of tasks and projects of a complex nature to the Office of the Borough Clerk.

TYPICAL DUTIES:
1. Maintain soft ledger accounting system for all departmental expenditures. Process purchase orders, p-card transactions, vendor payments, check requests, budget transfers, travel authorizations, fund verifications, recodes, etc. Reconcile soft ledger with system generated reports. Compile monitor and track division budget to include personnel figures, cost projection and worksheets for budget process.
2. Make travel and meeting arrangements for Borough Assembly and staff to attend conferences, seminars and meetings. May pick up meeting supplies from local vendors.
3. Set up, prepare and proof Borough wide news page and display ads.
4. Prepare notification letters and process/maintain permanent records of all oaths of office for elected, and service area commission appointments.
5. Assist Deputy Clerk with Municipal, Service Area Special Elections, meeting advertising deadlines, securing precinct agreements, communicating with election precinct chairs, preparing submittal payments for 200+ election workers.
6. Responsible for maintaining the election history database and website.
7. Serve as Records Coordinator for Department of the Assembly. Responsible for preparing and processing department records for transfer to storage/destruction.
8. Prepare and process property owner public hearing notifications for all rezones before the Assembly.
9. Maintain original and backup files for ordinances, resolutions, and Assembly meeting minutes.
11. Receive/screen and direct telephone messages; answer generalized public and borough inquiries. Type and process correspondence and memorandums as requested. Provide reception support as needed.

12. Serve as Voter Registrar and Notary Public.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent and three (3) years of progressively responsible office experience as a secretary with knowledge of secretarial practices and procedures.

2. Demonstrated working knowledge of the basic principles of accounting or budgetary accounting.

3. Must be an accurate and proficient typist/keyboarder. Demonstrated ability to operate a personal computer and other office related machines with speed and accuracy. Experience with Microsoft Word, Microsoft Access, Microsoft Excel and Outlook required.

4. Must be capable of functioning with minimal direction; perform work in an organized and professional manner sometimes under stressful situations and the pressures of short deadlines.

5. Ability to work effectively in a fast-paced, high production environment with numerous tasks in various stages of completion, and maintain excellent attention to detail.

6. Ability to compose, format and edit complex communications.

7. Ability to deal effectively and harmoniously with the public and maintain effective working relationships with members of the Assembly, State Legislators and other employees.

8. Ability to maintain confidentiality of information, prioritize workload and use independent judgment.

9. PREFERRED: Ability to have and maintain a valid driver's license and to meet insurance standards and maintain insurability under the Borough’s insurance program. If personal automobile is used for Borough business, proof of insurance at statutory limits must be provided. (A CURRENT COPY OF DRIVING RECORD WILL BE REQUESTED AT TIME OF HIRE)

10. A proficiency test may be administered.

11. This position requires a criminal background check.

JOB CONTACTS:
Continuous contact with employees at all levels of the Borough and elected representatives; continuous routine public contact and frequent contacts involving outside organizations/agencies.

JOB RESPONSIBILITY:
Does not supervise; experiences many minor problems daily and occasional major one that must be resolved by using own initiative with little immediate supervision; the consequences of error, carelessness or mistaken judgment require normal effort to
recover.

WORK ENVIRONMENT:
General office where conditions are pleasant; good, clean conditions where accidents/hazards are negligible; requires moderate lifting, (26-50 lbs) pushing or pulling.

Application Procedure:

Apply Online
Individuals interested in applying for this position must submit a completed online application on or before the closing date and time as specified in the Job Posting. Online applications can be located at www.fnsb.us then click on the “JOBS” tab.

For additional information please call (907) 459-1202 or the Borough Direct Job Line at (907) 459-1206.

The Borough complies with the Americans with Disabilities Act (ADA). If you need an accommodation to participate in the application/interview/selection process, contact the Human Resources Office at (907)459-1202 or the EEO office. The EEO Compliance Officer can be contacted at (907) 459-1309.

AN EQUAL OPPORTUNITY EMPLOYER

Updated: 8/7/2015 bw