

NEW BRITAIN BOROUGH

JOB TITLE: Administrative Assistant

Department: Administration

Reports to: Borough Manager

Date: September 2019

Job Description

This paid part-time position (expected ~20 hours per week) works with Borough employees, to assist in the completion of daily tasks related to public communications, accounts receivable, as well as general office duties.

Primary Responsibilities

1. Process accounts receivable, including dropping off deposits;
2. Process the mailing of checks for accounts payable;
3. Process paperwork and answer basic resident questions to support third party BCO/Zoning Officer and Assistant to the Manager;
4. Preparation of meeting space, mailings, and materials for Borough meetings (as needed);
5. Provide support to full time staff in office coverage and answering resident inquiries;
6. Support website, social media and other communication efforts;
7. Process incoming mail;

Required Knowledge, Skills, and Abilities

Proficiency with office equipment, such as computer, telephone, copier, calculator;
Ability to handle information of a confidential nature;
Ability to pleasantly deal with the public;

Preferred Minimum Training and Experience

At least one year of experience working in customer service;

Required Licenses and Certifications

None

Physical Demands

Light administrative work, which includes occasional standing (up to 2 hours at a time), occasional walking (depending on tasks), occasional lifting of up to 10lbs, occasional bending, squatting, kneeling, crawling, twisting, climbing, balancing, reaching, and pulling/pushing; frequent repetitive motion, grasping and manipulation of hands; Excellent sensory abilities including speaking, hearing, seeing, visual acuity, depth perception and tactile sensation.

Working Conditions

Most work is done in office environment that is usually quiet. Occasional exposure to temperature extremes, dust, and odor.

Other Requirements

1. Willing to submit all information necessary for a background and credit check; this includes obtaining a child abuse clearance from the state of Pennsylvania.
2. Willing to submit to a drug test at time of hire and periodically during employment at the request of Borough Council.
3. The ability to work with minimum supervision and be self-motivated.