

CLARION BOROUGH
ADMINISTRATIVE/STORMWATER ASSISTANT

STATEMENT OF JOB:

The Administrative/Stormwater Assistant position consists of administrative functions as required by any Borough employees and Clarion Borough Stormwater Authority Board (CBSA) in all aspects of clerical duties. Also responsible for courteous general contact with the public, accurate accounting of all assigned accounts, and accurate and timely recording of minutes for assigned meetings. Other duties as assigned.

This position is under administrative review of the Borough Secretary. Assignments are varied and, because of the nature, confidentiality of subjects dealt with, require exercise of discretion, independence, and judgment.

POTENTIAL JOB FUNCTIONS:

- Answer telephone and direct to appropriate individual;
- Filing;
- Attend any Borough meetings and CBSA Meetings, as required, and prepare minutes/reports, as necessary;
- Document complaints/questions and direct to appropriate Department Head and/or CBSA official and respond, as directed;
- Type correspondence, permits, and licenses;
- Assist with account payables, accounts receivable, and payroll processing;
- Assist with banking, reconciling accounts, and auditors, as needed;
- Schedule and prepare advertisements for meetings;
- Prepare monthly/annual reports for Borough and/or CBSA;
- Assist with annual budget preparation;
- Assist Project Coordinator with CBSA credit and appeal application process;
- Administration of contracts for engineering, insurance, legal and financial services;
- Deal with public and press professionally;
- Serve as Open Records Officer for CBSA;
- Complete all other general secretarial duties with confidentiality;
- Attend approved training;
- Any other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in general secretarial duties and accounting;
- Able to work and learn computer programs;
- Ability to work well with others and being self-motivated;
- Must be able to be bonded

- Must have working knowledge of Microsoft Office software, including Word, Excel, Publisher and PowerPoint

MINIMUM TRAINING AND EXPERIENCE:

- Two years of demonstrable experience/Business College background;
- Computer software knowledge (Word, Excel);
- Accounting and office management background preferable;
- Billing/utility billing experience preferable;
- Municipal knowledge/civil administration

SCHEDULE:

- Thirty-five (35) hours per week, generally seven (7) hours per day. May be required to attend evening meetings (specifically Council Meetings, Public Hearings; and/or Clarion Borough Stormwater Authority Meetings) or other meetings, as requested.