

Administrative/Stormwater Assistant

Clarion Borough will be accepting applications for a full-time administrative/stormwater assistant. Applications and job description may be obtained at the Borough Offices, 1400 East Main Street, Clarion, Pennsylvania from 8:30 a.m. until 3:30 p.m., Monday – Friday. You may also review the job description at the Borough's website at www.clarionboro.org.

EOE

Clarion Borough
 1400 E. Main Street
 Clarion, PA 16214
 814-226-7707

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

NAME				DATE
LAST	FIRST	MIDDLE	LAST FOUR DIGITS OF SOCIAL SECURITY #	
PRESENT ADDRESS				
STREET		CITY	STATE	
PERMANENT ADDRESS				
STREET		CITY	STATE	
PHONE NO.	REFERRED BY		CITY	STATE

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED?	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	
EVER APPLIED TO THE BOROUGH BEFORE?	WHERE?	WHEN?

EDUCATION

	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?	SUBJECTS STUDIED / DEGREE EARNED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK		
DO YOU SPEAK ANY FOREIGN LANGUAGES FLUENTLY?	READ	WRITE
U.S. MILITARY OR NAVAL SERVICE	RANK	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

SPECIAL QUESTIONS

CITIZEN OF U.S.? YES NO

IF NO, PROOF OF LEGAL STATUS WILL BE REQUIRED PRIOR TO HIRE

FOR PUBLIC WORKS CANDIDATES ONLY:

DO YOU HAVE A COMMERCIAL DRIVER'S LICENSE? YES NO

PHYSICAL RECORD:

DO YOU HAVE ANY PHYSICAL DEFECTS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED?

WERE YOU EVER INJURED? GIVE DETAILS:

HAVE YOU ANY DEFECTS IN HEARING? IN VISION? IN SPEECH?

FORMER EMPLOYERS

(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES:

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS KNOWN
1				
2				
3				

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL, FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE SUBJECT TO THE TERMS OF A COLLECTIVE BARGAINING AGREEMENT IF APPLICABLE.

DATE

SIGNATURE

INTERVIEWED BY

DATE

THIS FORM HAS BEEN DESIGNED TO COMPLY WITH STATE AND FEDERAL FAIR EMPLOYMENT PRACTICE LAWS PROHIBITING DISCRIMINATION ON THE BASIS OF AN APPLICANT'S AGE, DISABILITY, SEX OR MINORITY STATUS. QUESTIONS DIRECTLY OR INDIRECTLY REFLECTING SUCH STATUS HAVE BEEN INCLUDED ONLY WHERE NEEDED TO DETERMINE A BONA FIDE OCCUPATIONAL QUALIFICATION OR FOR OTHER PERMISSIBLE, PURPOSES, SUCH QUESTIONS ARE APPROPRIATELY NOTED ON THE APPLICATION.

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 Chief Administrative Officer/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, construction, insurance, legal and financial services;
- Deal with public and press professionally;
- Serve as Open Records Officer for CBSA;
- Assist with field work;
- 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 with and learn computer programs, including ARC View GIS Software;
- Ability to work well with others and being self-motivated;
- Ability to work outdoors;
- Must be able to be bonded;
- Must have working knowledge of Microsoft Office software, including Word, Excel, Publisher and PowerPoint;
- Successful completion of background check, fingerprinting, and insurance bonding/requirements.

MINIMUM TRAINING AND EXPERIENCE:

- Two years of demonstrable experience/Business College background;
- Computer software knowledge (Word, Excel, et cetera);
- 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 Clarion Borough Stormwater Authority Meetings) or other meetings, as requested.