

Administrative Assistant/Zoning Clerk

Job Description:

Under the supervision of the Borough Secretary with minimal latitude for independent judgment. Performs a wide variety of general and routine clerical duties: Compiles and tabulates data; checks documents for accuracy; maintains files; uses a personal computer and office equipment necessary for successful job performance

Essential Duties and Responsibilities:

- Perform routine clerical, secretarial and administrative support in answering telephones, providing customer assistance, data processing, and record keeping; Answers telephones requesting inspections; schedules inspections. Issues, receives, types and processes various applications, permits and other forms; Reviews completed forms for signatures and proper entries; Files permits
- Assist the Zoning Officer, Code Enforcement Officer, and UCC Building Code Officials, and Inspectors. Maintains property files
- Calculates and distributes monthly reports and as needed
- Types and proofreads reports; Orders and receives supplies and inspects for damage, checks for correct quantity; Opens and distributes incoming mail and prepares outgoing mail
- Schedule meetings for the Planning & Zoning officials; Post meeting notices; Room set up for various meetings; Attend monthly and as scheduled Planning and Zoning meetings
- Collect payments from citizens and write receipts
- Other duties as may be required or assigned, including assisting other departments to achieve assigned tasks

Required Knowledge, Skills, and Abilities:

- Ability to read, analyze, and understand various directives and correspondence in the English language
- Demonstrated proficiency in Microsoft Office software products, especially EXCEL, and email programs
- Ability to learn new computer software programs as needed (QuickBooks)
- Working knowledge of modern office practices and procedures
- Ability to alphabetize, file, and maintain critical files
- Ability to type/keyboard accurately at a minimum of 50 corrected wpm
- Skill in operating office equipment
- Strong spelling and grammatical background with ability to write clear and accurate reports and correspondences
- Report to work on time and maintain consistent and predictable attendance

Desired Knowledge, Training, and Experience:

- High School diploma or GED
- One year experience in an office setting
- Valid PA driver's license

Physical Demands:

While performing duties of this job, the employee is frequently required to sit, talk, and hear. The employee is often required to walk and handle or operate office tools and equipment. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

Responsibility of Public Contact:

Frequent contact with the public requiring courtesy, discretion, and sound judgment.

Work Environment:

Work is performed primarily in an office setting.