JOB TITLE: Part Time Clerk

DEPARTMENT/DIVISION: Office

REPORTS TO: Borough Manager

GENERAL JOB RESPONSIBILITIES

The Part Time Clerk performs a variety of clerical and business office support functions requiring an understanding of basic bookkeeping, and general office functions such as cash receipts, and typing. Must possess appropriate telephone etiquette, attention to detail, confidentiality, ability to multi-task, and ability to perform other duties as assigned are critical.

SPECIFIC JOB RESPONSIBILITIES

1. Accurately and efficiently accept and process applications and payments for utility services.

2. Greet the public in person or via telephone, responding to questions and requests, and referring complex issues to the appropriate person, giving guidance and taking detailed messages where appropriate.

3. Perform routine bookkeeping functions as assigned using computerized software packages including but not limited to Microsoft Office Suite.

4. Operate and maintain general office equipment including but not limited to fax machine, calculator, postage meter, and copier.

5. Must provide discretion and sound judgment in retaining confidentiality for sensitive municipal operation matters.

6. Must be able to perform duties of other clerical staff and any other duties as assigned by the Borough Manager.

7. Must be able to study, understand, and apply office policies/procedures, and regulations as necessary.

8. Perform bank deposit and other banking transactions as assigned.

9. Must attend continuing education training as directed by the Borough Manager.

REQUIRED CREDENTIALS

1. Must have a valid PA Driver's License.

2. High school diploma or GED required.

3. Two (2) years equivalent experience or any combination of experience and education which provides the required knowledge, proven skills, and abilities.

REQUIRED PHYSICAL AND MENTAL CAPABILITIES

1. Understand and carry out oral and written instructions.

2. Ability to work under pressure to meet established and projected deadlines.

3. Ability to work effectively and cordially with others.

4. Ability to independently and accurately process bookkeeping transactions using computerized software packages.

5. Must be able to lift and move 25 lbs.

6. Must be able to read documents and comprehend written communications and instructions and apply to actual job performance.

7. Ability to speak, write, and understand the English language.

8. Must be able to easily hear, listen to, and comprehend verbal communications.

9. Must be able to sit and/or stand for prolonged periods.