

## PART TIME ADMINISTRATIVE ASSISTANT

### DEFINITION:

This is a part time administrative secretarial position. The employee performs secretarial and accountant duties for the Township Executive Secretary/Treasurer and the Board of Supervisors and works under the direct supervision of the Executive Secretary/Treasurer.

### TYPICAL DUTIES:

- Assists the Executive Secretary/Treasurer (referred to as Secretary) with the administration of the Township
- Assists with File management
- Assists with preparation for annual audits (DCED, Liquid Fuels, Workers Comp etc.)
- In the absence of the Secretary, accepts applications for permits, assisting the applicant when necessary.
- Sends faxes, makes copies, shreds waste paper, and types correspondence and documents under direction.
- Assists in management of Park Reservations schedule
- Assist in management of Community Shed ie: organization, donations, distributions
- Assist in preparing monthly reports (Roads, gas, park etc)
- Acts as receptionist for the Secretary, observing proper business etiquette and telephone manners when speaking to residents and others.
- Attends periodic classes, at the expense of the Township, in municipal management that become available from time to time, at the direction of the Secretary.
- Assist in management of website and social media

### QUALIFICATION REQUIREMENTS:

- Knowledge and Abilities - Ability to deal effectively with the public and other Township personnel. Must maintain professional appearance and attitude at all times.
- Ability to arrange transportation for various errands and attending classes when directed.
- Knowledge of filing systems, copiers, fax machine, computers, data entry procedures and operation of general office equipment. Must have reasonable typing skills, and an intermediate skill level with computers.
- Must be able to read at a minimum high school level. The employee must be able to provide oral communication to Township personnel, residents and the general public. Good organizational and writing skills are also required.
- Must be able to maintain strict confidentiality of all sensitive records and proceedings within the Township office.

### EXPERIENCE AND TRAINING:

- High School diploma, or the equivalent
- Intermediate level of competency in typing, Windows 10 and data entry procedures
- Experience in filing and office organization
- Experience in telephone receptionist duties preferred, but not required

Send resume to:

Barrett Township Supervisors, 993 Route 390, Cresco, PA 18326  
or email: Pam@BarrettTownship.com