

Administrative Assistant/Receptionist

Borough of Hummelstown

CLASSIFICATION: Regular, Full Time, Non-Exempt

REPORTS TO: Borough Manager and Chief of Police

DATE: September 2022

GENERAL SUMMARY: This is a key administrative position functioning as administrative assistant for the Borough Manager and Police Chief.

ESSENTIAL FUNCTIONS:

1. Provides administrative support to the Borough Manager and Chief of Police. Prepares correspondence and documents. Researches and assembles data from administrative records and assists with preparing reports. Manages schedules and appointments.
2. Functions as a confidential administrative assistance performing police reporting, record keeping, correspondence. Enters and posts citations, tickets and warning, schedules hearings and prepares and mails warrant letters.
3. Serves as first point of contact at the Borough and promotes good customer service to general public, contractors and staff.
4. Performs the sewer and trash billing including preparation of utility bills, collecting payments, entering information into the utility billing system, calculating final utility bills for property transfers, and preparing all associated reports.
5. Maintains proper cash register controls and functions in conjunction with front office tasks.
6. Manages the rental property registration program.
7. Prepares for Borough Council meetings by posting and advertising legal notices, assisting with the preparation and posting of the agenda, preparing the Borough Council information packets, preparing monthly reports, and coordinating the filing of ordinances and resolutions.
8. Attends all hearings for ordinance violations, schedules hearings for matters pertaining to the Zoning and Planning Commission.
9. Serves as backup on payroll and accounts payable.
10. Manages the park reservations and maintains the calendar of events.
11. Performs duties as Assistant Borough Secretary.
12. Oversees the document management program.
13. Assist with maintaining website updates and other technical related response
14. Participates in the development and implementation of policies and procedures.
15. Performs all other duties as assigned.

QUALIFICATIONS:

1. High School diploma supplemented by vocational training.
2. Three or more years of experience in an office setting with clerical and administrative responsibilities
3. Borough, at its direction, may consider an alternative combination of formal education and work experience.

KNOWLEDGE/ABILITIES:

1. Knowledge of general office operations and clerical procedures and practices
2. Ability to gather data and prepare accurate and timely reports, records, notices, memos and letters.
3. Skills in the use of office equipment and technology, including Microsoft Office applications at a high level and the ability to master new technologies
4. Ability to perform monetary transaction with accuracy.
5. Ability to establish and maintain effective working relationships with team members, public officials, and public.
6. Ability to work independently.
7. Excellent oral and written communications skills
8. Ability to organize and maintain records and case files.
9. Ability to perform exceptional customer service.
10. Ability to resolve conflicts.

This Job Description is designed to accurately reflect job duties. However, it may not be all inclusive and other job-related duties may be required. Reasonable accommodations will be made as required by local, state, or federal laws that do not cause an undue hardship.

I, _____ have read the above job description and understand the requirements set forth and understand this job description is subject to change. I hereby accept the position and agree to the responsibilities set forth and will perform all duties and responsibilities to the best of my ability.

Employee Signature

Date

Borough Manager Signature

Date