

State College Borough Clerk, Administration Job Description



REPORTS TO: Municipal Clerk
ROLE & LEVEL: A1

DEPARTMENT: Administration
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

The Administration Clerk position performs clerical and support functions as well as receptionist duties for the Mayor and the Borough Administration Department. Receives and screens telephone calls and visitors to the office. Provides support to the Borough administrative staff, the Mayor and Council members. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Schedules appointments for the Mayor; responds to requests and invitations; assists in the preparation of general correspondence and proclamations
- Files and retrieves information as requested by the Borough staff, Mayor, and elected Officials
- Screens emails and written correspondences for the Mayor; organizes and drafts responses
- Receives and screens telephone calls and visitors to the Manager's and Mayor's office, Council members and other Administration staff
- Coordinates travel arrangements for the Mayor, members of Council and other Borough staff members
- Assists individuals and groups seeking to use Borough meeting rooms; schedules meetings and applies the Facilities Use Policy regarding applications, fees, and other conditions for use; communicates staffing needs to facilities maintenance crews based on room reservations
- Prepares pamphlets and other documents as needed for Administration staff that are distributed to the public
- Assists with other clerical and support for borough administrative staff, Mayor and elected officials

Supervision:

- None

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of basic procedures and systems such as word processing, managing files and records, and other office procedures and terminology
- Skill in the use of Microsoft Office products (Word and Outlook)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to respond to telephone calls and visitors, listening responsively, and solve problems
- Ability to organize documents, information, data, and materials
- Ability to understand and execute oral or written directions
- Ability to communicate effectively, verbally and in writing
- Ability to prioritize tasks and meet established deadlines

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by some experience in office and secretarial procedures; or an equivalent combination of education, certification, training, and/or experience.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- None

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date