

Part Time Borough Office Position

The part time help, for the front office has many duties. They are cross-trained in all areas of the front office. Below is a brief listing of the duties. Please note all though a job may not be listed does not mean that this is excluded from their duties.

- Excellent communication ability
- Highly organized
- Ability to work with others as a team
- Dependable
- Daily Deposits
- Receiving and processing tax/sewer payment
- Tax Sale Process
- Lien Redemptions
- Receiving and processing dog, trust and other misc. payments
- Answering incoming calls and forwarding to the appropriate departments
- Assisting in the petty cash reimbursements to employees and balance cash monthly
- Issue animal licenses
- Receive/ sort and distribute all mail to appropriate departments
- Understand the encumbrance system
- Type minutes from council meetings
- Be familiar with Word, Excel, email and learn the software system (Edmunds)
- Answer or forward questions as needed from public
- Assist with paperwork for legal deposition of records, off-site records storage and vault storage
- Handle borough publications, forms, printing, mailing, etc.
- Prepare death, marriage and certified documents with registrar and create monthly/quarterly reports
- Other duties as assigned