

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
- Understand the encumbrance system and Edmund's system
- Ability to work with others as a team
- Dependable
- Create and manage all requisitions and purchase orders and the process
- Receiving and processing tax/sewer and other payments
- 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/balance monthly
- Issue animal licenses
- Receive/ sort and distribute all mail to appropriate departments
- Type minutes from council meetings
- Be familiar with Word, Excel, email and learn other software systems
- Answer or forward questions as needed from public
- Assist with paperwork for legal deposition of records and OPRA requests
- Handle borough publications, forms, printing, mailing, etc.
- Website management
- Work on public events with staff
- Other duties as assigned