

# NEW BRITAIN TOWNSHIP

**Job Title:** Municipal Services Clerk                      **Date:** February 2018  
**Department:** Administration                                      **Status:** Part Time (20 Hrs. per week)  
**Incumbent:** Vacant    **Supervisor:** Township Manager

**Examples of Work, Duties and Responsibilities - This is not an exclusive list but merely a few examples:**

Duties will include front desk receptionist duties as well as answering phones, assisting residents with service requests, operating various computer programs, typing, filing, and assisting other administrative employees.

Answers incoming telephone calls in a courteous manner and assists residents with service requests as needed. Type correspondence, reports and/or permits, etc. as needed. Compile and maintain paper and electronic Tax Map Parcel files, including but not limited to scanning documents into Munilogic System. File documents and maintain the filing room.

Sort, open and distribute mail daily as needed. Receipt incoming fees and deposit fees in Township safe. Order office supplies as necessary.

Assist the Administration Staff with preparation of the budget, newsletter and applying for grants. Assist with material and road bid programs. Assist with curb assessment billing to residents.

Update ordinances and resolution files; send copies to the codifier. Assists with outgoing files, mail, daily outbox and other clerical duties. Type correspondence and/or reports as needed. Filing as needed. Research, purchase, compile and maintain office equipment and computer files as directed by Staff.

Assists Township Manager and other Staff with scheduling, meeting notices, communication with employees, volunteers, citizens and others. Assist with copying and distribution of Board of Supervisors packets for Board meetings.

Performs other related duties as required.

**Essential Functions:**

To maintain a positive public service attitude at all times; to establish and maintain effective working relationships with Board of Supervisors, co-workers, Township residents, the general public, etc.; to work with accuracy and attention to detail at all times; to meet deadlines; to be punctual and maintain regular attendance at work; to work with honesty and integrity at all times; to use good judgment and maintain confidentiality related to employee matters; to establish priorities and work independently with timely and accurate results.

**Job requires the physical ability to do the following:**

To see and hear; to sit, stand, and walk from one place to another; to function in activities involving walking, bending, reaching, and climbing stairs. To lift and carry up to 25 lbs.; to possess the manual dexterity necessary to efficiently operate office equipment including, but not limited to, computer, calculator, copier, etc. To speak and write English fluently.

**Required knowledge, skills, and abilities:**

The ability to read, analyze and interpret data and records. The ability to work with mathematical concepts. Experience using municipal GIS software (Munilogic), spreadsheet programs and word processing software, specifically Microsoft Office Suite.

**Minimum Qualifications:**

A high school diploma and two years' secretarial experience; or three to five years related experience and/or training; or equivalent combination of education and experience, municipal experience preferred. Use of advanced Microsoft software programs including Word, Excel, Publisher, Power Point and Outlook, internet usage. Financial education and/or experience is a plus.

Minimum typing skills: 50 WPM.

Date reviewed: \_\_\_\_\_

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Municipal Secretary

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Eileen M. Bradley, Township Manager