

WASHINGTON TOWNSHIP

Northampton County

1021 Washington Boulevard ~ Bangor, PA 18013-9415

Established
1871

Phone: 610-588-1524
FAX: 610-588-0245

September 13, 2021

Re: Administrative Clerk (Part-time) Position

Dear Candidate,

Thank you for your interest in the Part-Time Administrative Clerk position with Washington Township.

Please review the attached job description. If you are qualified for the position, please provide the following documents to the Township:

- Cover Letter
- Resume
- List of Three (3) References with phone numbers (denote your association with each reference)

Submissions must be sent electronically to bookkeeper@washington-township.com and received by noon on October 4, 2021 to be considered.

Due to an expected high volume of applications, the Township apologizes in advance for not being able to respond to each applicant. The Township plans to contact the most qualified applicants by October 13, 2021.

Thank you for your consideration of this opportunity.

Sincerely,

Gail Putvinski
Secretary/Treasurer

WASHINGTON TOWNSHIP

Part-Time Administrative Clerk

Administrative Clerk (PT)

The Administrative Clerk performs a series of tasks in support of the operation of the Township, included but not limited to those outlined below. The individual will work with the Township Secretary/Treasurer and the Zoning & Planning Secretary/Bookkeeper. This position reports directly to the Secretary/Treasurer. This is a part-time position consisting of 20 – 24 hours per week. The typical expected work hours are Monday through Thursday from 9:00 am – 2:00 pm. In addition, the position is responsible for attending one evening Recreation Committee meeting per month

1. Perform filing and support record management of all Township documents.
2. Open, record and distribute mail
3. Prepare receipts for payments received
4. Assist in preparation for Board of Supervisor meetings including package preparation and meeting room set-up.
5. Send faxes, make copies, type correspondence and prepare documents, as required.
6. Answer telephones and direct calls to the proper person/department or take messages, as needed.
7. Handle resident inquiries/requests (in-person or telephone). Document all issues/complaints and actions taken, direct to appropriate resource(s) for action.
8. Support preparation and documentation of advertisements for bids. Document bids received. Create tally sheet, create and distribute award/non-award letters, maintain complete file of bids/projects.
9. Issue and track moving permits.
10. Issue and track contractor licenses.
11. Manage annual renewal of amusement and junk yard permits, and pumper/hauler licenses
12. Monitor and order supplies.
13. Manage the postage machine with updates, as needed.
14. Monitor County tax assessment report & track with permits – send report to Township RE Tax Collector (Berkheimer) and EIT Collector (Keystone Collections).
15. Assist with the preparation and distribution of annual appointment letters.
16. Upload content to website.
17. Coordinate the creation of newsletters.
18. Distribute annual “Ethic Statements of all Elected and Appointed Officials” forms.
19. Update and distribute resident books to Police Department and other Township personnel.
20. Support Recreation Committee by preparing meeting minutes, tracking grant data, coordinating pavilion and field rentals, and other activities, as identified.
21. Prepare mailings, as needed
22. Track recycling data and prepare annual report for County and State and submit annual grant application

Required Skills and Knowledge

- Strong knowledge of office methods and procedures
- Ability to communicate effectively both orally and in writing
- Advanced level of Word, Excel, and Outlook.
- Ability to work effectively with Township officials, other government officials, business associates and the public
- High degree of organization skills
- Proficient in filing and document management
- Strong work ethic, high degree of integrity
- Ability to work independently