

# **Administrative Clerk/Receptionist – Oakmont Borough**

## **Job description**

The Administrative Clerk/Receptionist is the first contact that most people will have with the Oakmont Borough government. As such, this position must be conducted with a high degree of professionalism and skill. The Administrative Clerk performs the communication and clerical tasks that support the efficient functioning of the rest of the Borough Office.

## **Specific Duties**

- Answer incoming calls
- Provides general support to residents as the first point of contact by email, phone and personal contact.
- Organizes and schedules appointments, arranges and coordinates meetings and events under the direction of the Borough Manager or Administrative Assistant.
- Handles a wide variety of requests and queries from Borough departments and staff.
- Writes and distributes email, develops and maintains filing systems.
- Processes letters, pavilion and banner requests, and various other routine clerical filings.
- Completes other work consistent with a basic understanding of the vision and goals of the Borough of Oakmont and Council.

## **Minimum Education and Experience**

- High School diploma or GED, and/or minimum of 4 years of relevant office/clerical or related experience depending on the duties to be performed.

## **Required Knowledge, Skills, and Abilities**

- Requires strong written and verbal communication skills
- Requires strong organizational and time management skills and the ability to multi-task.
- Requires high level computer literacy including knowledge of Microsoft Office applications (Word, Excel, Access, Outlook). Familiarity with QuickBooks a plus.

## **Preferred Qualifications**

- An Associate's Degree or an equivalent combination of education and/or experience that demonstrates knowledge and understanding of office administration, organization, and/or coordination.
- Experience with customer service and/or dealing with the public
- Excellent writing and communication skills.
- Flexibility in responding to multiple tasks throughout workday.

## **Other Information**

- Full Time – M-F 8:30am – 4:30pm
- Nonexempt
- Wage: \$13.00-\$15.00/hour + Benefits

**PLEASE SUBMIT ALL RESUMES NO LATER THAN, WEDNESDAY, FEBRUARY 13, 2019 TO:**

**The Borough of Oakmont  
767 Fifth Street  
Oakmont, PA 15139**

**Email: [admin.assistant@oakmontborough.com](mailto:admin.assistant@oakmontborough.com)**