

PART-TIME ASSISTANT SECRETARY POSITION

Conway Borough has an immediate opening for a part-time assistant borough secretary.

Please read the full job posting and apply appropriately.

Duties include, but not limited to, answering/routing phone calls and correspondence (emails, mail, letters, etc.), performing book keeping tasks, maintaining borough records as needed, having strong communication and public relations skills, as well as, supporting the Borough Secretary with day-to-day governmental duties.

Key Competencies:

- Confidentiality, Initiative, Reliability and Stress Tolerance
- Interpersonal Skills
- Quick Learner
- Attention to Detail
- Planning, Organization and Time Management
- Customer Service Orientation
- Verbal and Written Communication Skills

Requirements and Preferences:

- Secretarial experience, including knowledge of administrative/clerical procedures, business principles, handling incoming phone calls, emails, mail including other materials, operating of basic office equipment, and managing office supplies.
- Data Entry experience, including proficiency in spelling, punctuation, grammar and other English language skills to produce internal/external documents and correspondence.
- Experience with Microsoft Word, Excel and QuickBooks.
- Some background in accounting is required, including deposits, entry balancing and the ability to learn and work with the internal billing system(s).
- The ability to professionally interact verbally, as well as, in writing with the public to answer inquiries and provide information.
- The ability to fill in/work extra hours or attend meetings as needed.
- Wages will be based on experience.
- The successful candidate must pass a drug test and background check.
- Previous employment in local government is a plus but not required.

Please submit a Cover Letter, Resume and Skill Inventory to conwayboroughsec@gmail.com.

Screening of applicants will begin immediately and continue until the position is filled.