

Administrative Clerk

The Borough of McKees Rocks
340 Bell Avenue
McKees Rocks, PA 15136

Job Summary:

The Administrative Clerk is responsible for performing general clerical duties in a front office setting. General office duties will include sorting mail, answering phone, greeting visitors, and assisting the Administrative Assistant with other duties as assigned, under direct supervision of the Borough Manager. The Administrative Clerk will be able to work independently and diligently to help maintain efficient front office operations.

Primary Responsibilities

- Answer phone and greet visitors in a friendly, professional manner
- Assist administrative staff in paperwork processing and filing duties
- Perform data entry and typing of documents in Microsoft Word and Excel
- Sort and distribute incoming mail
- Office equipment use of printer/copier/fax machine
- Assist Borough Manager and Administrative Assistant in monthly meeting and invoice preparation
- Assist Borough Council and Mayor as needed
- Perform other duties, as assigned

Qualifications

Minimum high school diploma, GED, and/or some college education

Experience in an office setting preferred

Proficient in Microsoft Office

Working knowledge of desktop computer, multi-extension phone system, printer/copier/scanner

Great communication and organization skills

Ability to multi-task in a front office setting

Must be able to pass a background check and drug screening

To apply for this position:

Submit a cover letter and resume no later than November 26, 2019 to:

The Borough of McKees Rocks

Administrative Office

340 Bell Avenue

McKees Rocks, PA 15136

Email adminassistant@mckeesrockspa.us