

## Administrative Assistant

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

### Job Summary:

The Administrative Assistant is responsible for performing general administrative duties in the front office setting of a local municipal government office. The Administrative Assistant will be able to work independently and efficiently to ensure smooth front office operations. The Administrative Assistant reports directly to the Borough Manager.

### Primary Responsibilities

- Answer phone and direct calls
- Act as the main point of contact between residents/visitors and administrators
- Handle all borough business at front window – receive payments, take complaints, etc and direct to appropriate department
- Process all borough permits for approvals – road openings, dumpsters, park reservations, vendor/solicitation, etc
- Code all incoming payments according to yearly budget and assist with Accounts Receivable, as assigned
- Meeting scheduling/meeting space management, and provide meeting reminders
- Building Permit Tracking and County submission
- Perform data entry in Excel and typing of documents in Microsoft Word as needed
- Maintain and update borough property records
- Sort and distribute incoming mail
- Work with Borough Manager for monthly council meeting(s) preparation
- Type monthly meeting minutes
- Prepare monthly invoices for payments in QuickBooks
- Mail out monthly paid invoices
- Bank Deposit Preparation
- Assist Borough Manager with payroll processing
- Social media administration – Borough website, Facebook
- Monitor office supplies and make purchases as deemed necessary, upon approval of Borough Manager
- Assist Borough Council and Mayor as needed
- Perform other duties, as assigned

### Qualifications

High school diploma/GED required, and/or some college education or associate's degree preferred

Minimum two (2) years of administrative/office experience required

Proficiency in Microsoft Office (Word/Excel)

QuickBooks knowledge preferred

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