

**The Borough of McKees Rocks is accepting applications for the position of Temporary Part-Time Office Clerk.** Please review the job description and forward your resume to the Substitute Borough Manager by **September 10, 2021**.

Resumes can be mailed to The Borough of McKees Rocks 340 Bell Avenue McKees Rocks, PA 15136 or emailed to [adminassistant@mckeesrockspa.us](mailto:adminassistant@mckeesrockspa.us)

Job Summary:

The Office 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 Office 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 basic data entry and typing of documents in Microsoft Word and Excel
- Sort and distribute incoming mail
- Office equipment use of printer/copier/fax machine
- Monitor office supplies and order supplies as needed
- Perform other duties, as assigned

Qualifications

Minimum high school diploma 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