Help Wanted
Full-Time
Selinsgrove Borough Office
Clerical Assistant

Selinsgrove Borough is seeking a permanent, full-time, approximately 35-hour/week, hourly wage based clerical assistant. The ideal applicant will possess a high school diploma and a minimum of 2 years prior applicable experience. More information related to this position and the application process is available on-line at the Borough's Web Site www.selinsgrove.org. Starting wage to be based upon experience. Interested applicants must obtain a copy of the Borough's "Employment Application" on-line. No phone calls, please. Applications received will be reviewed starting June 1st. Selinsgrove Borough is an EEO and HUD Section 3 employer.

BOROUGH OF
SELINSGROVE
ONE NORTH HIGH STREET · SELINSGROVE, PENNSYLVANIA 17870 · PHONE (570) 374-2311

CLERICAL ASSISTANT
for
GENERAL ACCOUNTING, ACCOUNTS RECEIVABLE/PAYABLE,
PERMIT APPLICATION PROCESSING, PAYROLL AND COMMUNITY OUTREACH PROGRAM
(last revised 02/21/18)

OVERALL RESPONSIBILITY

This is a position that is intended to provide support and assistance to other Borough Administrative Office employees related to a number of separate and distinct functions and involves a wide variety of duties and responsibilities. The primary functions, duties and responsibilities are listed below.

1. serve as clerical assistant within the Borough Administrative offices

2. receive payments of monies due to the Borough, prepare an appropriate receipt for the payer and prepare an accurate, at least daily, accounting of monies collected and of monies deposited, if so directed to make deposits

3. assist Water, Sewer and Recycling Program Accounts Receivable Agent, as needed, in the preparation of quarterly bills for Water/Sewer/Recycling services, answer questions from customers, review quarterly consumption data from water/sewer billings, check for low consumption, update EDU data and in the recording of payments made to such bills. Serve in the absence of the Water, Sewer and Recycling Program Accounts Receivable Agent in this regard and in the routine activities of preparing and transmitting bills, posting payments, etc.

4. Other routine office functions include:
   a. Schedule rental of Borough facilities including collection of fees and schedule inspection of same before refunding any deposits. Evaluate needed improvements and advise Borough Manager and/or Treasurer with possible costs and suggestions of same.
   b. Review and maintain PA One Calls including distribution to appropriate employees and response of same in a timely manner as required. Filing of information.
   c. Prepare accurate and detailed guidelines to complete various functions of the Borough. (Example: a guidebook on how to do the water/sewer/recycling billing from start to finish)
   d. Assist other Borough employees with online submissions of required data.
   e. Assist committees with grant requests and submissions as needed. (Example: Request for funds from the Degenstein Foundation, Guyer Foundation and Moyer Foundation.)

5. assist with the receipt and processing of zoning, subdivision and land development permit applications, with the collection of fees related thereto, prepare an appropriate receipt for the payer, record payments on the application, and forward fees to Treasurer for recording and deposit

6. assist Code Enforcement Officer in the maintenance of files and records of all code enforcement activities

7. assist Payroll Processing/Data Entry Technician with the preparation and submission of the bi-weekly payroll as required by the Borough's Payroll Processing program and serve in the absence of the Payroll Processing/Data Entry Technician in this regard

8. acquire required files and prepare the bi-weekly Payroll Management Report and submit to the Borough Treasurer.

9. assist Flood Insurance Program and Community Rating Service Coordinator and Flood Hazard Mitigation Coordinator with the preparation and submission of annual reports on the Borough's compliance with the requirements of the Flood Insurance Program and the Flood Hazard Mitigation Plan and serve in the absence of the Flood Insurance Program and Community Rating Service Coordinator and Flood Hazard Mitigation Coordinator in this regard. Maintain the Borough's records on zoning permits issued/denied, inquiries concerning Flood Plain regulations, routine and special inspections of streams and other areas prone to flooding, etc.

10. assist to engage and educate the residents and businesses about the Borough and its goals. Advise perspective businesses on Borough Ordinances and how to work through the processes required to achieve approvals needed.

11. perform related work as required

MANUAL SKILL

This employee must be computer literate and be able to use and manipulate data and information in commonly used word processing, spreadsheet, email, internet access, payroll processing and geographic information system programs. The ideal employee will be totally functional in MS Office (Excel, Word, and Publisher), Quickbooks, and ArcView GIS or be willing to take courses as requested and needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Employee must be able to prepare an accurate, clear and concise accounting of the handling of monies and the processing of applications. Some degree of knowledge is required of both Borough and non-Borough personnel and agencies and their activities and judgment is required in handling of a variety of questions and concerns from the public. Some degree of organization and planning is required in handling a large number of individual items without imposing errors.

SUPERVISION RECEIVED/EXERCISED

Employee receives direct supervision from the Borough Manager and Treasurer/Assistant Manager.

PHYSICAL DEMAND/WORK ENVIRONMENT

Employee's work requires little physically strenuous activity, although many aspects of the work are mentally strenuous. Work environment is varied from general office environment to regular work outside.

HUMAN RELATIONS

As the employee is in regular contact with the public, employees and other agencies, communication skills are of paramount importance. Employee must be able to deal courteously, tactfully and firmly with the public. Considerable tact is required when investigating and discussing failures to obtain required approvals and/or permits or in receiving complaints.

MINIMUM EDUCATION AND EXPERIENCE

High School Diploma required. Three years of prior applicable experience similar or identical in nature to the position described herein. Consideration will also be given to any equivalent combination of post secondary education and experience.

BOROUGH OF SELINSGROVE
Employment Application

The Borough of Selinsgrove is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Personal Data

_____ _____ _____
First Name Middle Last

_____ _____ _____ _____
Street Address City State Zip Code

_____ _____ _____
Home Telephone Number Social Security Number Today's Date

_____ Email Address: _____
Daytime Telephone Number at which we may contact you

Are you 18 years of age or older? Yes _____ No _____

Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____

If "yes", please explain:

_____

How were you referred to the Borough of Selinsgrove? Please circle the number of the most appropriate response.

1	2	3	4	5	6
College or University	Recruiter or Agency	Employee	Adver-tisement	No Referral; Walk-In	Other: _____

Education

High School
School Name: _____

City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____

Grade Point Average: _____

College
School Name: _____

City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____

Grade Point Average: _____

College
School Name: _____

City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____

Grade Point Average: _____

Trade School/Vocational Training
School Name: _____

City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____

Grade Point Average: _____

Graduate School

School Name: _____

City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____

Grade Point Average: _____

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

_____

_____

List any Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability):

_____

_____

Previous Employment

List your current or most recent employment first. Include work related internships and volunteer work.

Current Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Dates of Employment: From: _____ To: _____

May We Contact Your Employer: Yes ___ No ___

Previous Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Dates of Employment: From: _____ To: _____

May We Contact Your Employer: Yes ___ No ___

Previous Employer:_____

City and State:_____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Dates of Employment: From:_____ To: _____

May We Contact Your Employer: Yes ___ No ___

Professional References

Name	Title	Company	Phone	Professional Relationship

Releases and Applicant's Signature

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the Borough may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information for the Borough of Selinsgrove and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

_____
Initials

All hiring and employment at the Borough of Selinsgrove is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by the Borough of Selinsgrove has no specific term and may be terminated by the employee or the Borough of Selinsgrove with or without notice. I acknowledge that the Borough of Selinsgrove has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with the Borough of Selinsgrove, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, the Borough of Selinsgrove, business institution or government agency from all liability with regard to furnishing information to the Borough of Selinsgrove I agree to release and hold harmless the Borough of Selinsgrove from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with the Borough of Selinsgrove may be terminated.

_____ _____
Applicant's Signature Date

Applicant Release

Please submit a resume with this Employment Application.

Borough of Selinsgrove

In connection with my application for employment (including contract for services) and as a condition of continuing employment, I understand that investigative background inquiries are to be made on me including consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, and experience along with reasons for termination of employment from previous employers. Further I understand that the Borough of Selinsgrove will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies.

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from the Borough of Selinsgrove and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

_____ _____

Applicant's Signature Date

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose:

Please Print Clearly:

Print Full Name:_____ Sex: Male ___ Female ___

Print other names you have used: _____ Dates used: _____

Date of Birth (mm/dd/yy): _____ Social Security #: _____

Current Drivers License #: _____ Issuing State: _____
CDL: Yes: _____ No.: _____

Other Drivers License #s: _____ Issuing State: _____
(list last 7 years only)