

Job Opening: Part-Time Secretary

Independence Cross Creek Joint Sewage Authority (ICCJSA)

28 Clark Avenue, Avella, PA 15312

The Independence Cross Creek Joint Sewage Authority is currently accepting applications for a part-time Secretary. This position supports the Authority's administrative and financial operations and plays a key role in customer service, recordkeeping, and meeting coordination.

Schedule

Part-time: Monday, Wednesday, Thursday, Friday
Hours: To Be Determined
Monthly evening meeting attendance required

Compensation

- Hourly rate, commensurate with experience

Key Responsibilities

- Provide courteous customer service in person and by phone
- Prepare and post meeting agendas and transcribe minutes
- Maintain website updates and public postings
- Process sewer billing, payments, and account adjustments
- Reconcile bank accounts and prepare financial reports
- Handle various financial aspects for the Authority, including, but not limited to, accounts payable and bank deposits
- Respond to Right-to-Know requests in coordination with the Solicitor

Qualifications

- High school diploma or equivalent
- Minimum 2 years of related experience
- Strong communication and organizational skills
- Proficiency with office equipment and billing software
- Must pass background check and drug screening
- Valid PA driver's license and bondable

How to Apply

Please submit your resume and cover letter to the ICCJSA Board at: iccjsa@hky.com

INDEPENDENCE CROSS CREEK JOINT SEWAGE AUTHORITY

28 Clark Avenue
Avella, PA 15312

MUNICIPAL AUTHORITY SECRETARY

Job Summary

Reports To: Municipal Authority Board Members
Supervises: None
Rate of Pay: Negotiable based upon experience
Classification: Hourly

The ICCJSA Municipal Authority Secretary duties and responsibilities include providing administrative support to ensure efficient operation of the office.

General Functions:

- Answers telephone in a polite and courteous manner and provides information/assistance or routes caller to appropriate staff member;
- Takes phone or visitor messages and delivers to appropriate individual.
- Greets visitors/customers in a polite, courteous, and professional manner and directs them to appropriate individual.
- Provides customer service for residents/customer walk-ins.
- Operate fax, postage, copier, printer and scanning equipment.
- Other Basic clerical work including but not limited to, typing, filing, and organizing, record keeping etc.
- Order office supplies for Municipal Authority when needed.
- Place service call for office equipment when needed.
- Sort and distribute mail for Authority/Authority Board members.
- Maintains cash receipts including bank deposit and petty cash distribution, account reconciliation records.

Additional Functions:

- Attend the monthly Municipal Authority meetings as Secretary.
- Prepare Agenda for Municipal Authority meeting and distribute related documentation for meetings to appropriate individuals.
- Transcribe minutes after each meeting for approval at the next month's meeting.
- Post minutes/agenda from Municipal Authority to website.
- Reviews website routinely to make updates pertaining to the Municipal Authority.
- Answer all sewer/billing related phone calls and in-person visits.
- Process and post payments, adjustments, etc. to sewer accounts and other accounts through the utility software program.
- Prepare financial reports for Municipal Authority Board review.
- Review Authority bank statements and perform account reconciliation.

- Handle various financial aspects for the Authority, including, but not limited to, preparing checks and making all bank deposits for Municipal Authority accounts.
- Provides information for all real estate settlements. Finalize all accounts when payment is received. Update account.
- Create information for new customer account in Authority software.
- Process monthly sewer billing in Municipal Authority software consisting of billing, running penalties, uploading bill files, preparing required reports, etc.
- Process invoices for accounts payable. Send out checks after Municipal Authority meeting.
- Performs other duties as assigned by Municipal Authority Board.
- Performs in accordance with Municipal Authority policies, Rules and Regulations and state and federal laws.
- Processes Right to Know Requests and consults with Solicitor when necessary.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:	High school graduate or equivalent
Work Experience:	2 years related experience
Licenses Required for the Position:	Current and valid PA Motor Vehicle License

Special Requirements:

- This is a part-time position; typical work hours and days are Monday, Wednesday, Thursday and Friday, hours to be determined; evening meeting attendance may be required.
- Specialized training on work computer and Municipal Authority billing software.
- Ability to successfully pass pre-employment and post-employment drug and alcohol testing.
- Ability to successfully pass a criminal background check.
- Ability to be bonded.

Knowledge/Ability:

- Knowledge and skill in modern business communication, including style and format of letters, spreadsheets, memoranda, minutes, municipal agendas and reports.
- Knowledge and skill in modern office procedures and methods including telephone communications, office equipment and recordkeeping, filing, archiving and protection of documents and data.
- Excellent interpersonal skills.
- Able to make judgments and work in situations that may be stressful.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with interruptions.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

- Ability to work on multiple tasks and prioritize appropriately.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Must possess active listening skills.
- Must possess conflict mediation skills.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.
- Maintains awareness of the Municipal Authorities policies and procedures.
- Shows initiative and works with minimal supervision.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to work independently and make work-related decisions.
- Ability to appropriately handle confidential information in accordance with Municipal Authority policies.

Physical Requirements:

- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices.

This description was prepared to indicate the kinds of activities and levels of work difficulty required in this position. It is not intended as a complete list of specific duties and responsibilities.