January 29, 2021

Applications are now being accepted for the following position:

**ADMINISTRATIVE ASSISTANT:**
This position is responsible for all operations in performing the duties of that position and is responsible for the following items:

- Communicates with Department Heads and assists if necessary.
- Receives and reviews Planning and Zoning Board applications.
- Assists the Borough Clerk in reviewing and issuing various licenses, applications, and OPRA requests.
- Assists in voter registration.
- Assists Technical assistant to the Construction Official when necessary.
- Responsible for attending Planning and Zoning Board & Technical Review Committee meetings (2 nights monthly) and preparing agendas and maintaining minutes of same.

**SOURCES OF AUTHORITY:**
Administrator, Borough Clerk, Construction Official, Zoning Official

**QUALIFICATIONS:**

1. The administrative assistant shall possess the following requirements:

   (a) High school diploma or equivalent
   (b) One year experience in clerical work
(c) Ability to comprehend and analyze problems, establish, and maintain working relationships with department representatives.
(d) Maintain adequate records for the Planning and Zoning Boards
(e) Ability to learn and utilize various types of electronic and or manual recording and information systems used by the Borough.
(f) Bachelor’s degree in a related field is highly desirable.
(g) Planning and Zoning Board Secretary experience preferred
(h) Bilingual highly preferred

DRESS CODE:
Business Professional (no jeans, shorts, t-shirts, or flip-flops)

All applications are to be in the Borough Administration Office by February 5, 2021.