

**TITLE: HONEY BROOK BOROUGH CLERK**

**FLSA STATUS: EXEMPT**

**POSITION SUMMARY:**

This is a part time job totaling fifteen (15) hours per week. This is an administrative position with the borough. This employee is responsible for the administrative and office support activities for council and staff. Duties may include fielding phone calls, receiving and directing visitors, word processing, filing and faxing. Basic software skills are required, as well as internet research abilities and strong communication skills. Should be able to work with county and state departments and assist staff in working on grants.

**PHYSICAL ACTIVITIES INCLUDE:**

Must be able to hear, listen carefully, and take accurate notes. Use a personal computer. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reading, understanding and researching complex issues is required. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on ladders and lifting and carrying items and boxes up to forty (40) pounds. Long hours sitting at a desk, in meetings, and in front of a computer screen.

**QUALIFICATIONS:**

Self-motivated with strong organizational skills. Good communication needed. Extensive knowledge of public administrative and local government principles, policies, and procedures.

**EDUCATION AND EXPERIENCE:**

High school diploma and possible post high school education

Minimum of three (3) years experience in local government and office environment experience

Any combination of related education and or related experience would be considered if the candidate possesses the demonstrated ability.