

South Londonderry Township
Administrative Assistant Job Description

Schedule: 7:30am-4pm/M-F

Duties and Responsibilities:

Responsible for providing general administrative assistance to the Township Manager

- Types letters, forms, memos and reports.
- Files correspondence, reports and related materials.
- Faxes outgoing correspondence and reports, retrieves and distributes incoming faxes.
- Makes and distributes document copies as needed.
- Enters appropriate account codes on checks and money orders received by the Township.
- Maintains a journal tape, register tape and paper log of all receipts.
- Assists in processing building permits while supporting the Administrative Assistant / Community Development.
- Updates property records as needed with regard to real estate transfers.

Responsible for providing detailed administrative assistance to Public Works Superintendent.

- Researches information composes correspondence; types and files letters, memos, reports, etc.
- Prepares and distributes agendas, public notices and supporting materials for, and takes, transcribes and distributes minutes of Municipal Authority meetings.
- Reviews sewer permit applications for completeness. Follows up with applicant to secure additional documentation when needed.
- Issues sewer permits as required.
- Distributes bills for sewer district #2. Refers delinquent accounts to Public Works Superintendent for action. Prepares delinquent sewer bill notices. Processes liens when necessary.
- Reconciles sewer district #2 revenue from front desk walk-ins, lock box deposits and bank deposits. Paperwork is then forwarded to the Township Bookkeeper for filing.
- Assists in compiling the DEP's Chapter 94 Waste Load Management Report.
- Assists in the preparation of special reports regarding public sewer
- Maintains the sewer contractor's registry and inspection registry
- Processes and tracks the sewer permits using MS- Access database program
- Monitors and keeps records of the reservations for Public Sewer use and annual reservation capacity reports

- Maintains information on all wastewater treatment facilities pertaining to agreements, bonds, easements, etc.
- Sets up interim sewer billing accounts, pending assignment to the Township Bookkeeper.
- Prepares legal paperwork and notifications for bankruptcies.
- Maintains a log of complaints received.
- Processes liens, prepares citations, and initiates other legal action as necessary. Tracks and follows up on Highway Department motor vehicle licensure requirements
- May be assigned special projects relating to property management for emergency purposes Reviews, logs and tracks all Township highway occupancy permits.
- Reviews, logs and tracks all easements.
- Creates forms for tracking Highway and Sewer Department information using MS-Access and MS-Excel.
- Maintains records regarding Sewer Authority rates, rules, and regulations in the computer for update capability.
- Maintains information pertaining to Highway and Sewer Department vehicles and employees.
- Maintains CDL record
- Individual Road/street files
- Involved with the road dedication process including, maintenance agreements for roads, and preparing information for recording at the County Courthouse, and for Penn Dot.
- Assist with Capital Budget projects

Working Conditions:

Physical Environment

The incumbent spends the vast majority of his/her time working in a climate controlled environment. He/she has routine exposure to standard office equipment noises, fewer than 70 decibels.

Physical Demands

There are no special physical demands on this position, other than being able to hear clearly, walk, reach, bend, and lift and carry objects weighing up to 25 lbs.