

JOB DESCRIPTION

Title:

Office Technician / Clerk

Location:

Municipal Building, 375 Larch Avenue Larch Avenue

Status:

Full – time employee, eligible for benefits as delineated in Bogota Personnel Manual

Salary:

\$28,000 to \$30,000 depending on experience, future increases based on salary ordinance

Fringe Benefits:

Vacation, Sick, Personal Days and Holiday Schedule per the Borough Ordinances and Person Manual

Hours:

8:30AM to 5:15PM Monday – Thursday

8:30 AM to 12:30PM Friday

Areas of Responsibility:

- The Clerical support staff will be assigned duties in the Building Department chief among them is staffing the Department when technician is not available. In addition, Distribute and collect permit forms, answer telephones, receipt money, and other duties of the department as delineated by the department head after consultation with the Borough Administrator. The clerical support staff, reports to the Building Department head and is assigned duties by the Department after consultation with the Borough Administrator. The position assists but doesn't report to the technician.
- This position will operate as the support staff to the property maintenance inspector(s), filing papers, coordinating activities, responding to telephone calls or residents and insuring that the maximum time and effort is utilized by the inspectors in field inspections. May be required to attend meeting of the Property Maintenance Committee if requested.
- Maintain computerized tree inventory, input to system complaints and actions taken so as to maintain accurate tree inventory. Maintain any and all files related to trees. Handle all incoming calls from residents and coordinate the information between the building department, office of administration, and Department of Public Works. Will be certified as a tree technician if request by Mayor and Council. May be required to attend meetings of the Environmental Commission.
- Assist the administrator in file maintenance, telephone calls and maintain clerical logs as established by the Borough Administrator. Examples would be to maintain workers compensation files for POSHA reporting, attend meeting of the

safety committee, take minutes, distribute same and insure actions needed are assigned to proper responsible party. Maintain medial insurance files as needed.

- Distribute to department heads information and documents at the direction of the administrator.
- Other duties as assigned by the Borough Administrator.

Skills necessary for position:

- Computer skills required, Microsoft Office, Munidex helpful.
- Typing required
- Bi-lingual in Spanish & English
- Customer Service skills or background
- Ability to multi-task

Posting Date: February 22, 2010
Removal Date: March 11, 2010
Interview(s) March 15, 2001 (week of)