

## **Part-Time Administrative Clerk**

New Hanover Township Authority is presently accepting resumes for an Administrative Clerk. This part-time position (20 hrs/wk) will perform a variety of tasks including, but not limited to, maintaining office files, answering the telephone, processing sewer bill payments and ordering office supplies. The ideal candidate will have strong organizational, interpersonal and communication skills. View the entire job description at [www.newhanover-pa.org](http://www.newhanover-pa.org). Send resumes to New Hanover Township WWTF, Attn: Gregory Rapp, 2990 Fagleysville Road, Gilbertsville, PA 19525 or e-mail [grapp@newhanover-pa.org](mailto:grapp@newhanover-pa.org) no later than **March 24, 2017**.

### **Job Description**

Part-Time Administrative Clerk

#### **General Definition**

This is a part-time hourly position at the Sewer Authority Administration Building.

This individual will perform a variety of tasks including but not limited to processing sewer bill payments, preparing and tracking late payment notices, collection of sewer payments, maintaining office files, issuing sewer certifications to title companies, answering the telephone, ordering office supplies and general administrative duties.

Assignments originate from the Wastewater System Superintendent or Assistant Superintendent.

#### **Required Knowledge, Skills and Abilities**

Applicant must possess good oral and written communication skills.

Proficient in Microsoft Word and Excel.

Ability to learn new software programs, i.e. accounting software, billing software, etc...

Possession of a valid Pennsylvania Motor Vehicle Operator's license.

Minimum of a High School diploma or equivalent.

Background checks are conducted on all new employees of New Hanover Township.

**AN EQUAL OPPORTUNITY EMPLOYER**