

CLERK I

Definition

This is general clerical work involving the processing of documents and information which requires the skilled use of a word processor and data entry.

Work requires the employee to choose the proper procedure to follow from among several available based on the nature of the work presented or the outcome of a previous step. Decisions to be made require sufficient familiarity with an overall process or system to understand the desired result of the decision. Work may require the use of judgment in prioritizing assignments which may be received from several sources. The information required to do the work and make required decisions is readily available from specifically designated sources. Choices available to employees are limited by external deadlines and general office standards which may dictate procedures and control scheduling. Employees may have contact with other offices or the public for the purpose of explaining procedures and generating understanding of required actions. Errors are not immediately apparent because work is usually self-checked. Errors may be revealed through later effects on the operation and can cause inconvenience to other employees or clients of the office. Employee carries out day-to-day work without supervision under standard operating procedures and guidelines. Unusual situations or changes in procedure are reviewed with a supervisor prior to completion.

Typical Example of Work

Types documents such as letters, reports, charts, or other textual or tabular material from handwritten draft or magnetic tapes into draft or final form using a variety of formats.

Types documents such as agendas, minutes, contracts, and transactions which require gathering and verifying information to be typed from several sources such as files, or reference books.

Files documents utilizing systems which require knowledge of the type, purpose, and status of the document in order to determine how to file.

Establishes, reorganizes, combines, and purges files and filing systems as necessary to enable items to be found efficiently.

Searches files for hard-to-locate materials which cannot be found using normal methods of file organization.

Maintains control documents such as records and logs which require the determination of pertinent data to be recorded, based on the intended use of the record.

Performs arithmetic computations, using established procedures and formulas to determine interest, payment amounts, penalty charges, receipt totals, or similar results.

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Typical Example of Work (cont'd)

Proofreads typed materials for typographical accuracy, spelling and grammar.

Accepts applications, payments, documents, etc., from the public and assists them by explaining procedural requirements and resolving difficulties related to the processing system.

Receives revenue from out, permit fees, state and federal allocations, utility payments, and fines.

Specific Job Detail

DAILY/WEEKLY:

- Coordinate answering of phone with Sewer/Stormwater Billing Clerk. Coordinate schedule with Sewer/Stormwater Billing Clerk for lunch to insure full coverage during office hours.
- Directing all incoming citizens and/or refer them to the right department for answering of questions.
- Typing of all Township Manager's correspondence.
- Posting of receipts of various funds in QuickBooks to be reviewed by Accounting Clerk for accuracy.
- When available, balance cash register at the end of each day. Report any problems to Accounting Clerk.
- As needed, handle incoming receipts whether by mail or in person.
- Sorting of Township Manager mail, to become familiar with contents and determine who should handle request, asking for direction from Manager when unsure.
- In absence of Sewer Billing Clerk, prepare and issue sewer permits, driveway permits, street cut permits, and prepare sewer and stormwater payments.
- Assist Right-to-Know Officer by receiving requests, preparing response letters, keeping log of requests, and prepare year-end report for the Board of Supervisors.
- Supervise, record, and review the distribution of Abloy keys to specified sports association members. Provide information to Assistant Township Manager.
- Keep MS-4 log noting all stormwater calls/information received.

MONTHLY:

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- Set up meeting room for Board of Supervisor by running copies of agenda and distributing to other personnel, table setup (including candy and calendars) and setting up of recording device. Attend meeting and prepare and type minutes.
- Attend any special meetings as directed by Township Manager or Assistant Township Manager.
- Work with Township Manager to follow through with agenda items by drafting any necessary routine letters or basic letters that employee has an understanding of the topic to help Township Manager efficiently carry out necessary issues.
- Set up meeting room for the Planning Commission meeting, including set up of recording device, prepare agenda and email to Planning Commission members and webmaster to post on Township website. Attend meeting and prepare and type Planning Commission minutes.
- Prepare Resolutions or draft Ordinances as directed by Township Manager for presentation to Solicitor and Board of Supervisors.
- Keep official Township Resolution and Ordinance Book updated with approved Resolutions and Ordinance. Make sure all Resolutions are complete, put in book and indexed properly. Maintain PDF files of signed Resolutions and Ordinances for codifying process. Email PDFs to Accounting Clerk as file is available.
- Assist Township Manager and Part-Time Clerk in receiving subdivision and/or land development plans. Go over review fees with person dropping off plans to make sure payment is correct. Keep chronological record of plans dropped off at Township office. Prepare folders for keeping related correspondence for plan as directed by Township Manager. File minutes of any Boards/Commissions where plan is discussed for future reference. File related correspondence to keep file current for reference by Township Manager. Work with Manager to keep files in neat and orderly condition.
- Filing of recorded subdivision plans received back from Lebanon County Planning. Recording on index cards by developer name and on cross-referenced index cards by streets listed within subdivision.
- Assist Township Manager with any training sessions, such as LTAP, scheduled to be held in the building. Prepare meeting room accordingly.
- Assign house numbers and associated correspondence (letter to post office, EMS, GIS, and Assessment Office) as needed.

QUARTERLY:

- Crosstrain with Sewer Billing Clerk to perform all aspects of Stormwater billings.

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ANNUALLY:

- Update list of various Boards and Commissions with new members/appointments by Board of Supervisors. Issue new copies to appropriate employees and other offices such as LCPD using email when possible.
- Review submitted list of files to be destroyed from all departments (including police) against adopted State Municipal Records Manual retention schedule. Prepare Resolution by listing records to be destroyed and submit to Township Manager for approval by Board of Supervisors. Files must be stored in specific area of file room and destroyed only AFTER Resolution is approved.
- Prepare year end summary of Planning Commission activities to provide to the Board of Supervisors.
- Receive non-emergency activities lists and company rosters and officers from fire companies to submit to Township Manager for approval by Board of Supervisors.
- Prepare copies of annual revised Zoning Ordinance for Zoning Hearing Board members as needed.
- Compile MS-4 report for Township Manager, engineer, and for submission to DEP.

Required Knowledge, Skills, and Abilities

Must be capable of understanding, speaking and writing English in a proficient manner in order to communicate with employees and the general public.

Knowledge of the required use, care and maintenance of a typewriter, computer, copier, printers, postage machine, shredder, and various office equipment.

Ability to read, write and communicate fluently in the English language. Knowledge of English grammar, punctuation, and spelling in order to prepare letters and documents.

Skill in using a computer console typing at a minimum rate of 50 WPM. Skill in using a word processing program. Microsoft Word or equivalent.

Ability to deal with large amounts of money and make mental calculations for change as necessary.

Ability to perform within prescribed office procedures, maintain harmonious working relationships, and function according to work practices and conduct.

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Required Knowledge, Skills, and Abilities (cont'd)

Ability to understand and follow detailed oral and written instructions.

Ability to file and retrieve materials by matching the item category with the appropriate file heading.

Ability to proofread the straight transfer of information for accuracy and correct any copying errors.

Ability to perform basic arithmetic calculations.

Ability to learn the operation of specialized office machines.

Employee must be organized and able to handle/coordinate various jobs at one time.

Must hold a valid PA driver's license.

Minimum Experience and Training

Graduation from a high school business curriculum which includes working knowledge of computer environments.

OR

Any equivalent combination of experience and training.