

EMPLOYEE NOTICE
JOB POSTING & JOB DESCRIPTION
NON-UNION POSITION

JOB TITLE: **Secretary (Part-time)**

SALARY RANGE: **\$14.63 - \$36.37**

DEPARTMENT: **Law**

DIVISION: **Affordable Housing**

REPORTS TO: **Department Head, Housing Officer & COAH Agent**

JOB DESCRIPTION: Under the supervision of technical or administrative department personnel, performs a variety of secretarial and clerical duties in which the employee has been trained and is a routine function of the department. Interaction with the public on the telephone and face-to-face is a lead responsibility. A high level of confidentiality is required to protect applicants to the program. The hours for this position are 10:00 A.M. – 2:00 P.M. no more than 12 hours a week Tuesday thru Thursday. Designated work hours may be adjusted if appropriate to the work load and approved by the Department Head.

ESSENTIAL FUNCTIONS PERFORMED:

- Type, using a computer for various memos and forms.
- Maintain complex departmental files manually and electronically.
- Large volume of contact with public face to face and on telephone.
- Screen and route phone calls and visitors.
- Receive and record materials for various applications.
- Notify and follow up with outside professionals such as rental agents, appraisers and attorneys.
- Occasionally provide Administration and Law Division relief.
- Assemble COAH and/or other affordable housing reporting documents.
- File materials for department and maintain departmental files.
- Maintain appointment calendar.
- Responsible for copying, sending and faxing material on a routine basis.
- Prepare and mail referral letters to qualified applicants.
- Process bulk mailing for the Department and/or the Township.
- Assist with the processing of documents and other matters related to the Housing and Community Development Block Grant program.
- Make photocopies and collate material.
- Prepare standard reports on department activities.
- Process all applications and keep a daily log.
- Maintain ample supply of various forms and applications.
- Issue invoices for fees charged and issue receipts for fees collected and keep a spreadsheet.
- Assist the public in completing various applications and forms.
- Perform such other related duties for the department as may be required.

EQUIPMENT USED:

Typewriter	Copier	Calculator	Scanner
Computer & Printer	Fax machine	Shredder	

REQUIRED KNOWLEDGE OF AND ABILITY TO:

- perform heavy volume of work;
- maintain effective working relationship with the public, other departments and co-workers;
- perform and maintain accuracy during constant interruptions;
- abide by Township and Departmental rules and regulations;
- adhere to prescribed rules, regulations, routines and practices;
- arrive and depart in a timely manner and maintain satisfactory attendance record;
- maintain accuracy in computations, posting and typing;
- read, write, speak, and communicate clearly and effectively in English;
- understand and carry out oral and written directions;
- assist the public and coworkers cooperatively and courteously; and
- compile and enter data into computer programs with extreme accuracy.

Willingness to work closely, share in performing responsibility and communicate with staff.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- High School degree or GED equivalent required.
- Training or experience in secretarial skills including computer (word, access, excel) and typing preferred.
- Knowledge of English, grammar and accuracy in spelling.
- Accuracy in computations.
- Strong organizational skills.
- Accuracy is essential.
- Operation of basic office equipment including computer, typewriter & copy machine.
- Must successfully pass a thorough criminal history and background check.
- Must successfully pass a six-month probation period.

This position has regular access to confidential records and material. The employee, therefore, must possess a marked ability to maintain the confidentiality of such records.

South Brunswick is an Equal Opportunity Employer.