

**EMPLOYEE NOTICE
JOB POSTING & JOB DESCRIPTION**

This is a NON UNION position

JOB TITLE:	Secretary – PART TIME Position
DATE POSTED:	August 12, 2022
SALARY:	\$13.00-\$32.31
Division	Social Services
Department	Office on Aging/Senior Center

JOB DESCRIPTION:

Under the supervision of the Director of Social Services, performs a variety of secretarial and clerical duties in which the employee has been trained and is a routine function of the department. This position will be no more than 28 hour per week. Scheduled hours of work may vary to meet the needs of the department. Hours will increase over the months of November and December.

ESSENTIAL FUNCTIONS PERFORMED:

- Under the direction of the Social Service director administers social service program including screening and scheduling clients.
- Maintains confidential files and data bases.
- Attends Social Services Advisory Board meetings.
- Screens phone calls & route correspondence.
- Answers inquiries from clients, potential clients, donors, administration and other agencies.
- Convey routine information to residents.
- Type correspondence, schedules, memos, monthly reports, and creates fliers.
- Data entry; filing; photocopying.
- Performs such other related duties as may be required within the department.
- Must have the ability to maintain effective working relationship with all employees and general public in a courteous and professional manner.
- Maintains confidential nature of all interactions
- Assists Director in planning, executing and attending special events (National Night Out, Fundraisers) etc.
- Assists Director with planning and operation of special programs (Backpack program, Holiday Program)
- Coordinate and schedule volunteers.
- Assist with loading and unloading of boxes and food as needed.
- Work with pantry coordinators to maintain inventory in food pantry.
- Update and maintain website and department Facebook Page.

EQUIPMENT USED:

Typewriter Photocopy machine
Fax Machine Computer

REQUIRED KNOWLEDGE AND ABILITIES:**Ability:**

- Ability to adhere to prescribed routines and practices, maintain complex records and files.
- Ability to compile and enter data into computer programs with extreme accuracy (Windows, Microsoft Office - Word, Excel, etc)
- Ability to read, write, speak, and communicate clearly and effectively in English.
- Ability to open and close file drawers at varying heights, and lift or carry material up to 20 lbs.
- Ability to learn new computer programs and updates as needed
- Ability to compose correspondence.
- Ability to work independently.
- Ability to perform all other duties and tasks as assigned.
- Exceptional organization skills.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- High School degree or GED equivalent required.
- Experience in secretarial skills including Microsoft Office.
- Knowledge of English, grammar and accuracy in spelling.
- Bi-Lingual Spanish preferred.
- Accuracy in computations and inputting of financial data.
- Operations of basic office equipment including computer, copy machine, folding machine, etc.

Must successfully pass a six month probation period.

Must successfully pass a thorough criminal history and background check.

All applicants must be fully vaccinated with the COVID-19 vaccine.

This position has regular access to highly confidential information. The employee therefore must possess a marked ability to maintain the confidentiality of all files and databases. Maturity in decision making is essential.

Candidates interested in applying for this position should apply on-line through the Township website.

South Brunswick is an Equal Opportunity Employer.