



OFFICE ADMINISTRATION/ CLERICAL BOROUGH OF BRENTWOOD

EQUAL OPPORTUNITY EMPLOYER

Why not start the summer with a new job? Do you want an exciting career and work for one of the Best Places to Work in America? The Borough of Brentwood may be the place for you! Are you motivated? Responsible? Definitely a detail-oriented individual? Are you a wizard with your computer Microsoft Office skills? (Play Station does not count). Do you get along well with all kinds of people? Are you current with all Borough taxes and fees? Do you have a great personality and are just a fun person? Then you might be the person the Borough of Brentwood Administration/Collections Department is looking for to fill the full-time position of Administrative/Clerical Assistant. If this impressive title does not grab your interest, then perhaps working under the supervision of the Borough Manager to perform vital recordkeeping and communication functions will.

Minimum qualifications include a high school diploma or GED equivalent, proficiency with word processing and similar office software, and the ability to type 35 words per minute. Prior office experience is preferred but not required.

Specific job duties include, but are not limited to, composing, typing, and editing a variety of correspondence, reports, forms, memos as directed by Borough Department Directors. Performs routine clerical and administrative work in answering phones, preparing mailings, copies, appointments. Supports the Department of Code Enforcement/Building Inspections with customer service, meeting agendas, meeting minutes, notice of violations etc. Will be responsible for the billing and collections of the Borough's Sanitary Sewer and Garbage fees which includes notifications (letters and phone calls) to various delinquent sanitary sewer accounts as well as tracking and recording payments, setting up payment plans, and customer service.

Candidates must be able to communicate effectively with coworkers and the public. As the employee will work with an array of sensitive information, the ability to maintain confidentiality is paramount. NOTE: Any applicant having delinquent taxes (real property tax, personal Earned Income Tax, sewage fees, garbage fees etc.) due in Brentwood Borough will NOT be eligible for this position. Residency is NOT required however a resident may receive some bonus points.

This position features a nine-hour work day that includes a one-hour unpaid lunch. Standard hours are Mon – Friday 8:00 AM – 5:00 PM. The hired individual will receive paid time off, health insurance, and other attractive benefits.

Interested individuals should download the application for employment from the municipal website at www.brentwoodboro.com and return a completed copy along with a résumé to: (Emailed .pdf versions are recommended).

Borough of Brentwood
ATTN: Susan Toth, Finance/Human Resources Director
3624 Brownsville Road
Pittsburgh, PA 15227
stoth@brentwoodboro.com

Applications must be received by 3:00 PM on July 26, 2019. Handwritten applications or electronic submission will not be accepted. In addition to an interview, candidates deemed qualified may be subject to a test of typing and other relevant office skills.