

# Duryea BOROUGH

*Luzerne County, Pennsylvania*

315 Main St. Duryea, PA 18642— Phone: 570-655-2829—Fax: 570-457-4792  
Carolyn Santee, Borough Manager [Carolyn.santee@duryearborough.com](mailto:Carolyn.santee@duryearborough.com)

**JOB TITLE:** Administrative Assistant

**REPORTS TO:** Borough Manager

**TIME STATUS:** Part-Time hourly

**HOURS:** Vary 15-32 hours per week, occasionally evening hours.

**COMPENSATION:** \$12 per hour

**POSITION SUMMARY:** Serve in the support function of the borough manager to execute the daily needs of the borough office function. Act as first point of contact and Providing excellent service to residents, vendors, business partners. Work independently on projects and tasks assigned that support the operations of the borough

**DUTIES:**

- Answer and handle incoming telephones.
- Greeting & assisting residents and other members of the public.
- Direct residents to proper resources needed.
- Sort and distribute mail.
- Prepare mailings to borough residents.
- Maintain list of monthly invoices to be paid.
- Complete and record transactions for the sale of garbage stickers
- Assist in maintaining personnel files.
- Assist in preparation of payroll.
- Act in absence of the borough manager
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**QUALIFICATIONS:** The ideal candidate will have experience in MS Word and Excel, and all aspects of the office environment. Excellent phone and people skills are a necessity. Flexibility & adaptability to changing needs of borough operations. Willing to advance and learn more over time.

*As an employer, Duryea Borough, is committed to having employees that are diverse and reflects the citizens that it serves. We strive to maintain a workplace where all employees and applicants for employment receive equal opportunities in all aspects of employment.*