

TULLYTOWN BOROUGH CLERK, PART-TIME

Tullytown Borough is accepting applications for the part-time clerk position, Monday through Friday, 6 hours a day. Key Responsibilities include assisting with the following: permits, volunteer committees, zoning and code enforcement as well as providing professional and courteous assistance to the public in person and on the phone. Required skills include proficiency with Microsoft Office, strong typing, and customer service skills. Good verbal and written communication skills are also required. Full job description is below. Please submit resumes to: Pat Marks, Borough Secretary, Borough of Tullytown, 500 Main Street, Tullytown, PA 19007 or pmarks@tullytownboro.org.

Tullytown Borough is an equal opportunity employer.

JOB DESCRIPTION

- Answer incoming phone calls. Direct calls, as needed to person/department requested. Assist with information; handle or direct complaints.
- Provide professional and courteous assistance to public at service window and direct to the proper personnel to assist with issue.
- Construction and Building permit: Provide forms and assist residents, as needed. Record all permits issued. Filing of all building, zoning and fire permits and other borough information.
- Prepare Recycling Grant Application each Spring.
- Safety Committee Meetings – schedule meetings and invite all necessary attendees. Select topics and keep records of each meeting.
- Notify all volunteer committee members of meetings, events, etc.
- Type and mail out Planning Commission Meeting Notices when contacted by Engineer or Planning Commission Chair. Mail notices to homeowners list, Engineer, Attorney, applicant, zoning officer, as provided by Chairman.
- Zoning Hearing Board: Coordinate with Zoning Officer for scheduling of hearings. Upon direction of Zoning Officer, notification of property owners, all zoning members, attorneys for both Borough and applicant and Zoning Officer. Coordinate

posting of Borough Hall and applicant property. Arrange for Borough Hall access for hearing. Send information packets to ZHB members, attorney for Borough and Zoning Officer.

- Handle PECO calls, street light problems and complaints. Forward repair requests and file reports.
- Handle all incoming mail and distribute accordingly.
- Type and distribute building notices and memos for disbursement to employees, as needed and/or directed.
- Notarize items for Police Department, Borough residents, as requested.
- Parks Rentals: Handle all Park rentals—ensuring applications completed properly—checks received and scheduling dates.
- Code Enforcement: Document resident complaints regarding all code enforcement issues and forward to Code Enforcement Officer. Generate certified mail packet, as requested. Copy and maintain file.
- Contractor License: Provide applications as provided under PA Building Codes. Record license information.
- Office Supplies: order as directed, for Administration, Street Department, Janitorial. Create purchase orders for all items purchased.
- Back Up Borough Secretary with postings on Website and Government Channel.
- Assist Borough Secretary in typing correspondence, reports, Right to Know requests, and in all other aspects as required.