

TULLYTOWN BOROUGH CLERK/POLICE SECRETARY, PART-TIME

KEY RESPONSIBILITIES

- Answer and assist with correspondence, email and phone calls for both departments.
- Provide professional and courteous assistance to public at service window.
- Collect payments and maintain accurate records of all transactions.
- Assist with Construction and Building permits including maintaining records, filing and assisting residents.
- Prepare Recycling Grant Application each year.
- Schedule monthly Safety Committee Meetings, select topics and keep accurate records.
- Notify all volunteer committee members of upcoming meetings.
- Create and mail all Planning Commission meeting notices.
- Coordinate with Zoning Officer for scheduled Zoning Hearing Board meetings and send all notifications.
- Handle all streetlight and traffic light problems.
- Notarize items for Police Department and Borough residents.
- Coordinate all Park rentals, including applications, fees, and scheduling.
- Document resident complaints regarding all code enforcement issues and forward to Code Enforcement Officer.
- Maintain all Contractor Licenses including fees and insurance.
- Order office supplies as directed and maintain purchase orders.
- Assist with postings on Website and Government Channel.
- Assist with Right to Know requests.
- Maintain arrest folders and enter all pertinent data into database.
- Review and file fingerprint cards with Pennsylvania State Police.
- Prepare criminal complaints, affidavits, traffic and non-traffic citations for delivery to District Court.
- Maintain court calendar of all court hearing notices received from District Court, Juvenile Court and District Attorney's Office.
- Handle expungement of records and coordinate with Pennsylvania State Police and Clerk of Courts.
- Prepare investigation and incident reports and maintain database.
- Prepare and distribute accident reports; collect and process fees.
- Process all traffic and non-traffic citations, maintain database.
- Process parking tickets and forward unpaid tickets to District Justice.
- Create and maintain spreadsheet of purchase orders for all purchases, obtain required signatures, and forward to Borough Treasurer for payment.
- Assist with weekly payroll for police department.

- Notify school crossing guards of school closings and substitute school crossing guards when guards are absent.
- Notify police department of vacation checks for resident's homes.
- Maintain all forms, archive room records, protection from abuse orders, shopping center patrol sheets, and towed vehicle reports.
- Contact animal control officer for stray animals.
- File animal bite reports with the Pennsylvania Department of Health.
- Perform other related duties and operational tasks as required.