

Assistant Secretary (Part-Time)

Reports to: Secretary/Treasurer

Location: Wernersville Borough Hall • Wernersville, PA 19565

Schedule: Monday – Friday Part-time, set office hours as determined by Borough Council

Approx. 20-25 hours per week

Overview

Assist with day-to-day borough office operations, customer service, billing support, records, and communications (web + social).

Key Responsibilities

- Staff the borough office during assigned hours; greet and assist residents (permits, payments, complaints).
- Collect, sort, and route mail (post office + drop box).
- Enter bills in QuickBooks; prepare check mailings after Secretary approval.
- Prepare invoices; manage trash/recycling billing in RVS; run monthly/quarterly/annual reports.
- Track rental registrations/inspections; maintain Excel database; record receipts in QuickBooks.
- Respond to resident code-violation complaints; coordinate with code services as needed.
- Schedule/coordinate school crossing guards (Conrad Weiser East Elementary).
- Keep borough website and Facebook current, issue timely resident updates.
- Maintain property-for-sale database; notify settlement companies of unpaid trash/recycling bills.
- Support Borough Council meetings and route incoming communications (phone/email/social/in-person).
- Provide event/request signage (street closings, job postings, etc.) and other duties as assigned.

Required Qualifications

- High school diploma or equivalent.
- Good organizational and interpersonal skills
- 1+ year secretarial or customer service experience.
- Proficient with Microsoft 365 QuickBooks a plus; basic Excel database skills.
- Ability to manage web and social media (borough website, Facebook).

Benefits

Fully funded pension plan, paid vacation, and holidays