
Borough Attorney /s/Robert L. Tarver, Jr.

**BOROUGH OF PENNS GROVE
SALEM COUNTY, NEW JERSEY**

RESOLUTION NO. 2022-1-27

**A RESOLUTION APPROVING THE JOB DESCRIPTION
FOR ADMINISTRATIVE CLERK**

WHEREAS, it is necessary to create and/or update the job description for the following job title: Administrative Clerk; and

WHEREAS, the attached job description has been reviewed and adequately covers the scope and duties for: Administrative Clerk for the Borough of Penns Grove; and

WHEREAS, the Administrator is authorized to update these job descriptions as needed, to reflect new tasks, responsibilities and skills that are required of the job title mentioned above in the future.

NOW, THEREFORE, BE IT RESOLVED, on this _____ day of _____ 2022, by the Borough Council of the Borough of Penns Grove, County of Salem, State of New Jersey that this job description be and is hereby approved.

Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter						
Martin						
Mincey						
Rambo						
Scarpaci						
Worley						

Attest:

LaDaena D. Thomas, Mayor

Sharon R. Williams, Municipal Clerk

CERTIFICATION

I certify, by signing and affixing the Government Seal, that the foregoing is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Penns Grove, in the County of Salem, at a regular meeting thereof held on the 18th day of January 2022.

Sharon R. Williams, Municipal Clerk

PENNS GROVE ADMINISTRATIVE CLERK
GENERAL REQUIREMENTS AND RESPONSIBILITIES:

Assists an administrative official in the formulation of effective policies and procedures for the office and other clerical and related operations of the administrative functions of the Borough of Penns Grove.

Collects and analyzes data needed as a basis for administrative decisions in addition to performing general administrative clerical and related work.

May directly supervise some designated phase or phases of the clerical and related work involved in maintaining financial and/or personnel records, preparing payrolls, making purchases, compiling statistical and other data, checking and approving invoices and vouchers, and collecting and depositing money.

Handles correspondence.

Makes decisions requiring knowledge of the organization.

Supervises directly or indirectly the establishment and maintenance of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

May assist in planning and implementing administrative improvements including organizational changes and work systems.

Expedites and coordinates services such as maintenance, repairs, supplies, and mail.

Reports to the Business Administrator or the Business Administrator's designee.

REQUIREMENTS:

EXPERIENCE:

Five (5) years of experience in clerical work.

NOTE: Successful completion of a two-year college level course in secretarial science may be substituted for two (2) years of the above experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of modern office methods, practices, and equipment.

Knowledge of the internal organization and established policies, procedures, and regulations relative to the work of the department or autonomous government agency.

Knowledge of problems involved in the formulation of effective policies and procedures for the office and other clerical and related operations.

Ability to supervise the preparation of statistical and other reports containing findings, conclusions, and recommendations.

Ability to supervise the establishment and maintenance of records and files.

Ability to comprehend established office and other clerical and related routines and rules and regulations of complexity in a relatively large organization.

Ability to organize assigned work and develop effective work methods.

Ability to prepare and supervise the preparation of reports.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations.

If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.