



## Urban Team Administrative Assistant

### **General Statement of Duties:**

The individual holding this position fulfills the main secretarial/clerical duties for the Berks County Conservation District (BCCD) Urban Team. Working knowledge of Word, Excel and Access is required; knowledge of PracticeKeeper is a plus. The position is under the direct supervision of the Office Manager.

### **Primary Job Duties and Responsibilities**

- Urban Administration
  - Date stamp all projects, plans and paperwork.
  - Complete an Administrative Review of new projects.
  - Use of the PracticeKeeper and ISIS programs as needed.
  - Mail checks and supporting documentation to PA DEP SCRO office weekly.
  - Pull project folders for updates when any pertinent paperwork is received and give to Conservationist.
  - Administrative duties for the Post Construction Stormwater Management (PCSM) program.
  - Maintain municipal, consultant and contractor contact lists.
  - Recording and forward complaints from the Complaint Hotline.
  - Prepare outgoing mail using Stamps.com.
  - Updating and mailing of Constant Contact, an electronic newsletter.
  - Attend team meetings.
  - Assist with various projects, workshops, trainings or outreach as needed.
- Clerical or Secretarial
  - Main receptionist for the District Office.
  - Facilitate all incoming telephone calls.
  - Clerical support to the District Executive and Office Manager.
- Other duties and tasks as assigned.

### **Requirements**

- High school diploma or G.E.D. certificate.
- Minimum of one year of clerical office support.
- Working knowledge of the English language and alphabetic filing rules.
- Working knowledge of basic elements of arithmetic.
- Ability to organize and prioritize effectively.
- Ability to show initiative in completing tasks with minimal supervision.
- Ability to communicate effectively both orally and in writing.
- Working knowledge of basic computer operations, word processing and spreadsheet software.
- Ability to effectively use filing systems.
- Valid driver's license.
- Ability to sit for extended periods of time.
- Ability to lift up to 30 pounds.
- Ability to push/pull movable file shelving units.

