

CITY OF LOCK HAVEN, PENNSYLVANIA

Job title: Administrative Secretary

Work Site: Department of Administration, Lock Haven City Hall (20 E Church Street)

Work Hours: (8Hrs/Day) (40 Hrs./Wk.) usually 8:00AM to 5:00PM daily

Salary / Benefits: \$14.96-15.96 per hour

Supervisor: City Manager

Job Summary:

- Assumes responsibility for all day-to-day clerical operations as secretary to the City Manager performing a wide variety of administrative functions that require the application of independent judgment and the interpretation of policies and regulations. Supervision may be exercised over other employees aiding in routine details and the administration of employee benefits as well as supervision of insurance claims and loss control techniques. Work includes the operation of standard office equipment and responsible contacts with the public.

Essential Job Functions:

- Initial handling of residents' complaints and disputes
- Prepare, proofread, and distribute correspondence
- Process property & liability insurance
 - Receive and submit claims for property & liability insurance
 - Aid in the annual renewal of property & liability insurance
 - City representative on the loss control Safety Committee
- Coordinate employee benefits
 - Process new health, dental, life, supplemental, Section 125 and Section 457 enrollments and communication of the same to the Finance Department
 - Process new health, dental, life, supplemental, Section 125 and Section 457 terminations and communication of the same to the Finance Department
 - Process payments for employee benefits
 - Administer annual benefit open enrollment and coordinating the renewal of Workers Compensation insurance
 - Receive and submit claims of workers compensation insurance
 - Distribute Medicare Part D, COBRA, and other disclosures
 - Process annual ACA filing and notices including PCOR
 - On-boarding of new employees including arranging medical exams
 - Process unemployment claims and appeals
- Aid in the assembly & submission of monthly, quarterly, and annual reports
- Process registrations and confirmations for trainings and events for Council and staff
- Maintain and order office supplies
- Direct IT regular maintenance
- Administer city website
- Answer telephones to help callers and give general information to the public
- Greet and assist walk-in clients and customers

- Organize and maintain administration files including personnel records according to retention and disposition schedules
- Become proficient with city rules & regulations and procedures
- May be required to attend meetings and take minutes after hours on occasion
- Act as Right-to-Know Officer

Marginal Job Functions:

- Perform other related duties as assigned
- Escort customers to other offices as necessary

Qualifications:

- Education: High School graduate or equivalent
- Experience:
 - Insurance & employee benefit experience desirable
 - Bookkeeping/Accounting experience desirable
 - Five years of office administration experience preferred
- Demonstration of Skills and Abilities
 - Ability to use computer for word processing and spreadsheets
 - Ability to maintain records and files and assemble data for reports
 - Ability to exercise good judgement and tact
 - Ability to maintain absolute confidentiality of information
 - Ability to work with minimal direction and supervision
 - Ability to effectively communicate with the public and deal with irate customers
 - Ability to effectively communicate with other employees
 - Proficiency with word processing, spreadsheet programs and computer equipment
 - Must be punctual, neat, and able to write legibly

Physical Performing Elements:

- Lifting and carrying 20-50 pounds
- Frequent bending, kneeling and reaching
- Standing for long periods of time
- Sitting for long periods of time

Mental Performing Elements:

- Organizing and coordinating schedules
- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Completing written and verbal work orders
- Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.