

Lower Bucks County Joint Municipal Authority

JOB DESCRIPTION Summer Intern - Clerical

Summary

This temporary position will assist the staff in the daily operation of the Administrative Office and is an educational position based on the needs of the Authority during summer hours.

Work is supervised by the Finance Manager or designee. Assignments are carried out in accordance with established policies and procedures. Duties must be performed with accuracy, confidentiality, discretion, tact, patience, and the ability to accomplish varied tasks based on the work required.

Duties include but are not limited to:

- Answer telephones, greets customers and office visitors. Respond to complaints, problems, and requests for information as needed.
- Process and record payments and receipts and enter data into the computer while ensuring customer information is accurate as needed.
- Open, stamp, sort and distribute incoming mail at the Administration Office.
- Perform other duties as directed by management.

Required Knowledge, Skills and Abilities:

- Ability to organize and complete work duties efficiently and effectively.
- Ability to make arithmetic computations and checks accurately and rapidly.
- Ability to work independently and accomplish required tasks within a reasonable period of time.
- Ability to learn office procedures within a reasonable period of time.
- Ability to establish and maintain effective working relations with co-workers, associates, various professionals, officials and customers.
- Must possess ordinary ambulatory skills; and the ability to drive, stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-25 pounds.
- Must possess good hand-eye coordination, arm, hand, and finger dexterity, including ability to grasp, and visual acuity to use a keyboard and the ability to sit, reach with hands and arms, talk, and hear.

Required Education and Experience and training required:

- Experience with computer programs including but not limited to Office 365, Microsoft Word and Microsoft Excel.
- Experience with basic business practices, clerical and customer service experience is preferred.
- Must possess and maintain a valid PA Driver's License.