



HARVEYS LAKE BOROUGH

SECRETARY POSITION

Join the Team at Harveys Lake Borough

Harveys Lake Borough is seeking a professional, organized, and customer-focused Secretary to support the daily operations of the Borough Office. This position plays a vital role in serving residents, assisting Borough officials, maintaining records, and ensuring efficient administrative operations.

Key Responsibilities

- Serve as the primary point of contact for residents, visitors, and contractors.
- Answer phones, respond to inquiries, and provide exceptional customer service.
- Prepare, distribute, and maintain correspondence, reports, meeting agendas, and official documents.
- Attend Borough Council meetings and prepare accurate meeting minutes.
- Maintain Borough records, files, permits, and public documents in accordance with applicable regulations.
- Process incoming and outgoing mail.
- Assist with billing, accounts payable/receivable, and basic financial recordkeeping.
- Coordinate scheduling and administrative support for Borough officials and committees.
- Maintain office supplies and support day-to-day office operations.
- Assist with public notices, permits, licenses, and other municipal administrative functions.
- Perform additional duties as assigned by Borough management.

Qualifications

- High school diploma or equivalent required; associate degree preferred.
- Minimum of 2 years of administrative or secretarial experience is preferred.
- Municipal government experience is a plus but not required.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and Teams.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidentiality and exercise professional judgment.
- Strong customer service and interpersonal skills.
- Ability to work independently and manage multiple priorities.

What We're Looking For

The ideal candidate is dependable, organized, and enjoys serving the public. They possess strong communication skills, take pride in their work, and can effectively manage administrative responsibilities in a fast-paced municipal environment.

Work Location: In person

Applications will be accepted until the position is filled.