Vacancy Announcement:

Administrative Assistant

The Huntingdon County Conservation District is looking for candidates to fill a full time position as the Administrative Assistant. Candidates for the position should review the full job description prior to applying.

Salary: 28,000 - 31,000, with benefits (commensurate with education and experience).

How to Apply: Interested candidates must submit a cover letter, resume, and application to the HCCD office. All application materials must be received by November 16, 2018.

Huntingdon County Conservation District

10605 Raystown Road – Suite A

Huntingdon, PA 16652

manager@huntingdonconservation.org (please put **AA Application** in the subject line)

**Interviews for selected applicants will be held on November 20, 2018. Selected candidate will be notified on December 6, 2018.**



JOB DESCRIPTION

Administrative Assistant

**RESPONSIBILITIES:** To perform this job successfully, an individual must be able to satisfactorily perform duties within the following areas that include but are not limited to:

1. Accounting and Recordkeeping
	1. Record all financial records in QuickBooks for all District and Southern Alleghenies Conservancy accounts
	2. Perform bank deposits and reconciliations of multiple accounts and sub-accounts
	3. Prepare and submit all quarterly tax returns
	4. Handle all areas of payroll related tasks such as payroll accounting and quarterly wage reconciliation in QuickBooks
	5. Prepare and electronically file Form1099 for grant recipients
	6. Prepare minutes and treasurer’s report for monthly board meetings.
	7. Arrange files for County and State audits and make adjustments as presented
2. Administrative Duties
	1. Maintain efficient filing and record retention system
	2. Answer telephones and transfer calls to appropriate staff members
	3. Receive visitors and make referrals to appropriate staff or agency
	4. Correspondence and data entry as assigned
	5. Distribution of mail; postage purchasing and management through Stamps.com
	6. Management of the District’s computer system and backups, office machines, maintenance and required equipment and office supply purchases
	7. Manage the District’s medical insurance program
	8. Manage the District’s retirement program
	9. Attend District and Ag Land Preservation Board meetings and serve as Recording Secretary for these Boards
	10. Attend workshops and training sessions as needed and available
	11. Become familiar with the District’s cooperating agencies and their functions
	12. Perform general office duties and administrative tasks
3. Natural Resources Conservation Service(NRCS) Duties
	1. Telephone and desk receptionist
	2. Filing
	3. Postage and mailing through Stamps.com
	4. Correspondence and data entry as assigned
	5. Data entry and mapping in Customer Service Toolkit
	6. Attending workshops and training sessions as needed and available

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

* Proficiency in Microsoft Programs and QuickBooks or similar financial tracking program
* Excellent communication skills and customer service skills
* Must be able to perform routine duties without direct supervision
* Excellent organizational skills and ability to manage multiple projects and accounts
* Associates degree in Accounting or equivalent experience preferred

**ACCOUNTABILITY:** The Administrative Assistant reports directly to the District Manager and ultimately to the HCCD Board of Directors.

**ADDITIONAL REQUIREMENTS:** Possess a valid motor vehicle operator’s license. Personal vehicle use is required and will be reimbursed at the applicable state rate.

**Other duties performed as assigned. The Huntingdon County Conservation District reserves the right to add or change the duties of this job description at any time.**

*AN EQUAL OPPORTUNITY EMPLOYER*

Updated 10/15/18

**Employment Application**

**Applicant Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | *Last* | *First* | *M.I.* |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | *Street Address* | *Apartment/Unit #* |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | *City* | *State* | *ZIP Code* |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied for: |  | Date Available: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a US citizen? | YES[ ]  | NO[ ]  | If “no”, are you authorized to work in the US? | YES[ ]  | NO[ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a valid driver’s license? | YES[ ]  | NO[ ]  |  |  |

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of a crime? “Crime” means all felonies and misdemeanors, including serious driving offenses, e.g. DWI/DUI and reckless driving, but does not include minor traffic offenses or other summary offenses. | YES[ ]  | NO[ ]  |

|  |
| --- |
| If “yes”, explain. Prior conviction will not automatically bar an applicant from employment. |
|  |
|  |
|  |

**Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | SCHOOL NAME | ADDRESS | NUMBER OF YEARS ATTENDED | MAJOR/DEGREE | DIPLOMAYes or No |
| HIGH SCHOOL |  |  |  |  | YES[ ]  | NO[ ]  |
| COLLEGE |  |  |  |  | YES[ ]  | NO[ ]  |
| OTHER |  |  |  |  | YES[ ]  | NO[ ]  |

**References**

*Please list three professional and/or personal references.*

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |

**Previous Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |

|  |  |
| --- | --- |
| Responsibilities | **:**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |

|  |  |
| --- | --- |
| Responsibilities  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

**Previous Employment (Continued)**

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |

|  |  |
| --- | --- |
| Responsibilities |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

**Military Service**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |
| *Dishonorable discharge or general discharge is not the absolute bar to employment and other factors will affect the final decision.* |

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Additional Information(Optional)**

Please note any other information related to or unrelated to the job description for this position that my help the Conservation District evaluate your suitability for this job. (Farm background, educational course work, personal accomplishments, skills or hobbies, etc.)

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at HCCD will be based on merit, qualifications, and abilities. HCCD does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, sexual orientation, or marital or family status.*