

## BOROUGH OF CHESTER HEIGHTS



### Part time Administrative Assistant, Open Records Officer, Recording Secretary

#### **Approx. 20 Hrs. a week (Including Meetings)**

Monday 9am – 3pm

Friday (or Thursday) 9am – 3pm

Meeting Nights

Other Hours - Flex

\$15.00 an hour

#### **Administrative Assistant**

##### **Open Records Officer –**

- Administrative duties to ensure compliance with Record-Keeping Requirements under the Right to Know Law
- Work with Borough Solicitor when needed for RTK Request
- Keep updated with training, the Office of Open Records regularly conducts training on the Right-to-Know Law
- <https://www.openrecords.pa.gov/RTKL/TrainingAbout.cfm>
- **Oct. 2018 OOR Annual Training - RTKL & Sunshine Act**
  - **Oct. 2018 OOR Annual Training - video courtesy of PCN**
  - **Flowchart of the RTKL Request and Appeal Process**

##### **Records Management –**

- Follow procedures from the PA State Municipal Records Retention Manual for Local Government Records
- Scan and categorize records, save digital files on external hard drive
- Gain knowledge of IDrive software and Scanner OCR software
- Provide for backup and recovery of records to protect against information loss
- Communicate with network connectivity/helpdesk support as needed
- Maintain paper files of permanent retention
- <https://www.phmc.pa.gov/Archives/Records-Management/Documents/2019-Municipal-Records-Manual-rev-with-links.pdf>

##### **Recording Secretary –**

- Set up and attend Council Meetings
- Take accurate Meeting Minutes, track attendance and voting records/complete Meeting Minutes on the Wednesday prior to the Regular Council Meeting
- Keep Legal Accounts/Minutes of Council Meetings

Please send letter of interest and resume to [info@chesterheights.org](mailto:info@chesterheights.org)