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## BOROUGH OF DEER LAKE

238 Lake Front Drive, Deer Lake, Orwigsburg, PA 17961

To: Ladies and Gentlemen  
From: Secretary/Treasurer  
Date: 2022  
Re: Job Description for Borough Secretary

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Comments: Come and help support Borough of Deer Lake as Secretary. You will get to know our Citizens and Council Members. This position is flexible and part-time. Find out more from this outline of general duties:

Perform all duties assigned to the Borough Secretary by the Pennsylvania Borough Code, including but not limited to: attend all meetings of Council; maintain full minutes of its proceedings; record or transcribe the bylaws, rules, regulations, resolutions and ordinances of the Borough as required by law; preserve the records and documents of the Borough; have custody of the Borough seal; deliver to any successor the seal and all books, papers and other records and things belonging to the Borough; certify copies of any book, paper, record, by-law, rule, regulation, resolution, ordinance or proceeding of the Borough under seal; attest the execution of all instruments, record all ordinances and attest the same by signature and file of record proof of service of all notices required by law; and inform Council and the public of all meetings, both regular and special, as required by the Pennsylvania Sunshine Law.

Maintain the Boroughs website and related calendar of events

Collaborate with Council President to develop meeting agendas and reporting to Council members via emails.

Prepare Annual Budgets. Process monthly payroll using a payroll service.

Must be proficient in Microsoft Word, Excel, and email applications.

Must be able to work with Federal and State Government documents and electronic filing of Annual Reports and answer correspondence.

Assist Grant writers with documentation for applications.

Place classified advertisements for meetings, Liquid Fuels Road Projects, etc. Work with both Liquid Fuels Auditors and borough books auditors.

This position requires maintaining legally required files in accordance with the Municipal Records Act, receive, review and answer correspondence relating to Open Records.

Candidates should have knowledge of bookkeeping and accounting practices, computer experience and be able to multi-task within established deadlines and work independently, have personal integrity, be able to pass a background check and be courteous and professional in dealing with the general public.

Send Resume and a cover letter detailing salary requirements to Borough of Deer Lake, 238 Lake Front Drive, Deer Lake, Orwigsburg, PA 17961