

POSITION: Part-Time Administrative Assistant

DEPARTMENT: Office on Aging

SALARY: Commensurate with experience, fixed in accordance with the provisions of the ordinances governing the salaries

**Summary:**

The Borough of South River Office on Aging requires a part-time assistant, five days a week, 5.5 hours per day, to perform various administrative and clerical duties associated with day-to-day operations as directed by the Office on Aging Director.

**Equipment Used:**

Computer (MS Word, Excel, Access, Outlook and Internet); copy machine; scanner; fax machine.

**Source of Authority:**

Office on Aging Director  
Borough Administrator

**Major Responsibilities:**

1. Answer telephone calls and take appropriate action to schedule appointments, make referrals, etc.
2. Educate clients on services offered by the Office on Aging
3. Assist clients with obtaining County, State or Federal services
4. Assist clients with applications and renewals for benefit and entitlement programs such as PAAD, Senior Gold, Medicare Part D, Lifeline Utilities, Home Energy, Medicaid, Food Stamps, etc.
5. Assist clients with resolving issues by coordinating with the agencies that oversee the above mentioned programs
6. Manage TRIAD and Carrier Link program databases
7. Maintain and prepare data necessary for monthly reporting
8. Oversee inventory of supplies and equipment
9. Assist Director and other OOA staff members with duties as assigned

**Education, Experience and Training:**

1. Minimum 2 year college degree in related field or minimum 4 years professional experience in two of the following fields: Social Services, Gerontology, Senior Citizen Programs, Customer Service or Administrative Support
2. Extensive experience in a professional business office, including administrative procedures and clerical practices
3. Computer aptitude (knowledge of all programs listed above are mandatory)
4. Possession of a valid New Jersey Driver's License
5. Prior knowledge of and experience with senior citizen benefit and entitlement programs preferred

**Required Skills:**

1. Pleasant and patient disposition
2. Strong written and verbal communications skills
3. Excellent multi-tasking and problem solving abilities
4. Ability to work independently or as part of a team

5. Excellent follow-up skills with strong attention to detail

Dress Code:

Business Professional: Attire must be suitable for the position in order to maintain the professional image of the Office on Aging.