



COUNTY ADMINISTRATION

ADMINISTRATIVE SERVICES ASSISTANT II/SEWER INTAKE SPECIALIST

Westmoreland County is seeking a detail-oriented professional to join our team as an **Administrative Services Assistant II/Sewer Intake Specialist**. This role serves as the primary liaison between our wastewater treatment facilities and the community we serve.

The selected candidate will collaborate with wastewater treatment plant staff to complete Department of Environmental Quality (DEQ) reports with accuracy and timeliness. The position will manage sewer billing processes and track collections with precision to ensure proper financial administration. The specialist will serve as the dedicated point of contact for sewer connection processes for new and existing residents, providing guidance through procedures and requirements. Additionally, they will provide vital administrative support to wastewater treatment plant and maintenance personnel to facilitate smooth operations.

Candidates should possess a high school diploma or equivalent. A minimum of five (5) years administrative experience is required, preferably in a government setting. The ideal candidate will demonstrate excellent verbal and written communication skills necessary for effective interdepartmental and public interactions. A proven track record of exceptional customer service is essential for this community-facing role. Strong organizational abilities and attention to detail are necessary to manage the diverse responsibilities of this position.

HOW TO APPLY:

View the complete job description at www.westmoreland-county.org

Please submit applications and resumes to:

Donna Cogswell, Assistant County Administrator

Email: dcogswell@westmoreland-county.org

Position remains open until filled.

Westmoreland County is an Equal Opportunity Employer



ADMINISTRATIVE SERVICES ASSISTANT II/SEWER INTAKE SPECIALIST COUNTY ADMINISTRATOR

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

This individual will perform professional and administrative multifunctional duties, including working with wastewater treatment plant staff to complete DEQ reports, preparing and sending sewer bills, tracking collections regarding same and this individual will be the point of contact for the sewer connection process for new and existing citizens. This position will also provide any other administrative tasks necessary to support the wastewater treatment plant and maintenance employees. Work is performed under general supervision of County Administrator and Assistant County Administrator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing assistance to customers with forms, bills, and/or other documents; as well as preparing and maintaining manual and computerized records for County sewer system. This position will also back up Receptionist and/or Administrative Assistant for Administration.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists utility customers; processes new accounts and account terminations; responds to customer complaints; assists customers with billing inquiries and researches documentation, as needed.
- Prepares and mails out turn-off notices for delinquent accounts; orders disconnection of service for non-payment of accounts; prepares collection letters. Works closely with the Treasurer's office throughout this process.
- Receives and processes inquiries for public wastewater or water service; assists customers in completing service request forms and/or user agreements; works closely with the public works staff in coordinating responses to service inquiries.
- Works with maintenance and wastewater treatment plant staff to obtain information on drinking water and wastewater; prepare spreadsheets with such information; and submits information to the appropriate external agency.
- Maintains files and records for the County sewer system.
- Undertakes special projects as assigned; manages assigned programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in office software; including Microsoft Office Suit and Adobe Acrobat;
- Excellent organizational ability to manage multiple tasks and priorities;
- Effective verbal and written communication skills;
- Strong customer service orientation and ability to work collaboratively with other departments within the County;
- Demonstrate ability to handle sensitive information with discretion; and
- Ability to work independently and meet deadlines.

EDUCATION AND EXPERIENCE:

Any combination of education and experience; high school diploma or equivalent; associate's degree or higher is a plus. Minimum of five (5) years administrative experience, preferably in a government setting.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

References and Required background check

Salary Range: \$41,329.00 Minimum; \$51,669.00; Midpoint; \$62,009.00 Maximum



APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

GENERAL INFORMATION

Full Name _____			Date _____	
FIRST	MIDDLE	LAST		
Address _____				
STREET	CITY	STATE	ZIP CODE	
Phone Number (____) _____		Date available for work _____		
Email (optional) _____				
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If hired, verification will be required consistent with federal law.				
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If no, you may be required to provide authorization to work.				
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)				
Driver's license number _____		State of issue _____		Expiration date: _____

POSITION INFORMATION

Position applied for: _____	Salary range expected: _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	

EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? ☐ Yes ☐ No If yes, specify name. _____

PERSONAL REFERENCES

List three personal references (other than those listed as a current/former supervisor) that we may contact:

Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. You may include as part of your employment history any verifiable work performed on a volunteer basis. Résumés not be substituted in lieu of completing the following employment information.

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year

How did you learn about the position? Check all that apply:

- ☐ Westmoreland County's website
 ☐ Recruiter
 ☐ Word of mouth
 ☐ Other
☐ Careers website or job board (Monster, Indeed, CareerBuilder, etc.)
 ☐ Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

☐ Yes ☐ No If yes, when? _____ Job title: _____

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

_____ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

_____ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

_____ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

_____ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

_____ Initials

I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.

_____ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

_____ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____

Date _____