

Borough of Wormleysburg - Administrative Position - The Borough of Wormleysburg is seeking candidates for the position of Secretary/Clerk. Key functions of this position include: secretary to the borough manager, office receptionist, utility billing clerk conducting the billing for borough sanitary sewer and refuse services, recording and processing meeting minutes, coordinating the reservation of borough facilities, and interacting with borough residents and vendors. Candidates should possess strong interpersonal communications and organizational skills, be able to work independently, possess strong computer skills including word processing and notetaking ability. Candidates should be available to begin on April 1, 2019. The starting wage is \$15.30 per hour with benefits starting 90 days from date of hire. Veterans Preference will be provided, and residents of the borough also will have preference. Please submit your resume to the Wormleysburg Borough Hall, 20 Market Street, Wormleysburg, PA 117043, by February 15, 2019. no later than 4: 00 PM on February 15, 2019. The Borough of Wormleysburg is an Equal Opportunity Employer.