

Assistant Secretary / Receptionist
Carroll Township, York County

CLASSIFICATION: Regular, Full Time, Non-Exempt

REPORTS TO: Township Manager

Carroll Township is seeking applicants to perform secretarial and accounting duties, including but not limited to word processing, spreadsheets, cash receipts, maintaining files / records, answering and screening phone calls, greeting and interacting with the public. Responsible for updating and maintaining the Township website / public cable channel, acting as municipal recycling coordinator, and preparing the Township newsletter. Must be well spoken, organized, and able to respectfully work with the public. The applicant shall also be proficient in Microsoft Office programs. Applicant must possess a valid PA Driver's license. A minimum of five years' experience working at the municipal level is preferred. Comprehensive benefits and competitive salary offered. (Salary Range \$17.00 to \$20.00 per hour)

For the complete Job Description please visit the Township website at www.carrolltownship.com

Applications are due by March 10th, 2023. To apply for the position, please submit resumes to Brandon Slatt at Carroll Township. 717-432-4951 bslatt@carrolltownship.com

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities and skills required to perform the job.