

CUMBERLAND TOWNSHIP EMPLOYMENT
ADMINISTRATIVE ASSISTANT

Cumberland Township, Adams County, PA is seeking qualified applicants for the position of ADMINISTRATIVE ASSISTANT; Mon – Thurs. ten hours a day with occasional evening meeting attendance. **Requirements:** Excellent inter - intra personal communications; computer (Microsoft) software applications; accounting, and proficiency in the use of office equipment; Job Description and Employment Application is available on the Township's web-site: www.cumberlandtownship.com. Copies are also available at the Township Offices. Submit the Application for Employment (Optional Resume), salary requirements, and three professional references to: CUMBERLAND TOWNSHIP; 1370 Fairfield Road, Gettysburg, PA 17325 by 4:00 P.M. Feb. 28, 2018. EOE