

JOB ADVERTISEMENT

PART-TIME BOROUGH OFFICE CLERK

The Borough of Littlestown, Adams County, is seeking qualified applicants for the position of Part-Time Borough Office Clerk. The position is part-time, 32 hours a week. The work week consist of 4 days a week, 8 hours a day with the hours being 7:00am to 3:30pm. The Office Clerk duties involve independent handling of a variety of office processes for which there are standard procedures, forms and schedules that must be followed. Some work is done in response to requests for services from the public, staff, Council and other government offices. Typical examples of duties include payroll, water and sewer billing and collection, monthly disbursements, accounts payable, receivables, reservations, answering phones and inquiries.

Candidates must be able to multi-task and have some experience in detailed clerical and computer work. Salary ranges from \$10 to \$13/hr depending on experience.

Benefits include: vacation, sick leave and holidays.

Applications are available at the Borough Office Monday thru Friday from 7am to 3:30pm or on our website at www.littlestownboro.org. Applications are due by 2pm on Wednesday, November 28, 2018 at 3:00 pm in the Littlestown Borough office.

Send completed application, (resumes will not be accepted in lieu of employment applications), in a sealed envelope, to Sandy Conrad, Borough Secretary/Treasurer, Borough of Littlestown, 10 South Queen Street, Littlestown, PA 17340. The Borough of Littlestown is an Equal Opportunity Employer.