

Caernarvon Township Administrative Assistant/Assistant Secretary

Full Time Preferred. Monday-Friday, office hours are 8:30am-4:00pm

Benefits: Health, Dental & Vision; Life & Disability; Vacation & Sick Time; 401k

General Summary: Administrative support to assist with daily operations of Township, and ensure effective delivery of services and efficient processing of data. Assist with preparation for Board meetings, answer incoming calls, assist with processing payroll, and receipt of building application permits.

Qualifications: Experience with local government and administrative support work preferred, proficient in Microsoft Office applications, and the ability to communicate effectively with staff, Township officials, citizens and members of the business community.

Please forward a resume and salary requirements to Caernarvon Township, 3307 Main Street/P.O. Box 294, Morgantown, PA 19543.