

Assistant Municipal Secretary

Mount Joy Township, Lancaster County, PA is seeking an organized motivated, self-starting individual to serve as Assistant Municipal Secretary with the goal of stepping into the Municipal Secretary role. This position reports directly to the Municipal Secretary and serves at the pleasure of a 5-member Board of Supervisors in accordance with the PA Second Class Township Code.

The ideal candidate will have at least two years' experience in a highly responsible position in office administration work with, preferably, some experience in the government sector. The candidate shall have strong oral and written communication skills and a genuine interest in serving the public with patience and understanding of the public as a taxpayer.

Specific job duties include, but are not limited to:

1. Prepare, attend and record meeting minutes of the Board of Supervisors and other committees or boards as deemed necessary by the Municipal Secretary
2. Assist Municipal Secretary in accomplishing all specific job responsibilities as indicated in the "Township Secretary" job description and as assigned by the Municipal Secretary

The position is full-time. Salary or wage is commensurate with education, skills and relevant experience. Mount Joy Township offers a competitive benefit package. Interested candidates should send a cover letter including salary history and requirements, resume and three professional references to Mount Joy Township Attn: HR Department 8853 Elizabethtown Road Elizabethtown, PA 17022 or email tracey@mtjoytwp.org. A job description is available at the Township Office or online at www.mtjoytwp.org. Mount Joy Township is an equal opportunity employer.