

## Assistant Municipal Secretary – Mount Joy Township

Mount Joy Township, Lancaster County, PA is seeking an organized and motivated individual to serve as Assistant Municipal Secretary. This position will report directly to the Municipal Secretary, and the five-member Board of Supervisors, in accordance with the PA Second Class Township Code.

The ideal candidate will have at least two years' experience in office administration work, preferably with 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,

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 the Municipal Secretary in accomplishing all specific job responsibilities as indicated in the "Township Secretary" job description, and as assigned by the Municipal Secretary,

This is a full-time position with benefits including health insurance, dental, vision, life insurance, PTO and pension. Wage is commensurate with experience and education. 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@mtjoytp.org](mailto:tracey@mtjoytp.org). Full job description is available online at [www.mtjoytp.org](http://www.mtjoytp.org).