

THE DAILY ITEM
P. O. BOX 607
SUNBURY PA 17801-0607
(570)286-5671

ORDER CONFIRMATION

Salesperson: BRENDA STEFFEN

Printed at 11/20/17 14:50 by bstef

Acct #: 2769

Ad #: 579778

Status: E

PENN TOWNSHIP BOARD OF SUPERVISORS
228 CLIFFORD ROAD
SELINSGROVE PA 17870

Start: 11/12/2017 Stop: 11/16/2017
Times Ord: 2 Times Run: 2
STD 2.00 X 22.00 Words: 96
Total STD 44.00
Class: 226 ADMINISTRATIVE
Rate: DIHW Cost: 344.00

Contact: JACQUELINE ANDERS
Phone: (570)374-4778
Fax#:
Email: penntwp@ptd.net
Agency:

Ad Descript: TOWNSHIP SECRETARY POSIT
Given by: BETH KASPAR
Created: bstef 11/08/17 08:10
Last Changed: bstef 11/09/17 14:20

COMMENTS:
run

PUB	ZONE	EDT	TP	START	INS	STOP	SMTWTFS
DI	A	97	S	11/12,16			
IN	MO	97	S	11/12,16			
IN	A	97	S	11/12,16			

AUTHORIZATION

Please sign to authorize ad approval.

Name (print or type)

Name (signature)

Township Secretary Position

Local municipality is accepting applications for a full-time Secretary position. Applicants should possess the following:

- Good computer skills including proficiency with QuickBooks software for processing payroll
- Accounts payable and receivable and financial reporting;
- Good people and communication skills
- Attend township meetings and prepare accurate minutes;
- Good organization and record keeping skills.

Municipal experience a plus. Background checks will be required and the applicants must qualify to be bonded. Hourly wage dependent upon experience. Paid vacation, holidays and insurance. Send resume to: Penn Township, 228 Clifford Road, Selinsgrove, PA 17870.