

Carlisle Borough is recruiting for the following positions.

Construction/Codes Inspector (Pay Range \$24.21 Min-\$33.89 max DOE)

This is technical work overseeing compliance with building, plumbing, and infrastructure construction related codes and specifications. Work is performed in accordance with professionally accepted inspection principles and practices to confirm compliance with existing ordinances and state and national codes adopted by the Borough. The employee is expected to exercise independent judgment in establishing work priorities and in controlling enforcement standards. Work requires the application of a specialized body of knowledge requiring pre-employment education and training. Work involves considerable contact with property owners, contractors, and the public.

Part-Time Receptionist Finance Department (Pay Rate \$11.25hr)

Answers phone and greets citizens. Displays courtesy to both internal and external customers. Maintains confidentiality. Should be computer literate and have Microsoft Office skills and data entry experience. Performs cashier related transactions, and assists in various clerical assignments associated with Borough business.

20-30 hours per week. 4-5 hours per day.

Please see Borough website for detailed job descriptions. www.carlislepa.org.

Send cover letter and resume to HR Manager, 53 W. South Street, Carlisle, PA 17013 by March 2, 2018, or email to Tom Hamilton. tHamilton@carlislepa.org.