**Administrative Assistant** - Borough of Myerstown, PA has an immediate opening for a full-time administrative assistant. Duties include, but not limited to, manage incoming calls and greet visitors with professional, strong communication and public relation skill; manage incoming documents and correspondences; update borough website; provide general information regarding utilities, permits, and ordinances; distribute and receive permits; provide general clerical assistance to zoning and codes; perform bookkeeping tasks, background in accounting and Quick Books preferred; maintain borough records; assist with Treasurer and Secretary tasks, and support Borough staff with day-to-day duties. Previous employment in local government is a plus but not required. Wage is based on experience. Work is performed in close office environment with others and involves frequent interruptions. Work occasionally involves responding to frustrated or upset individuals.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job. EOE

Applications, cover letter, and resume will be accepted via mail or in person at 101 S Railroad St., Myerstown, PA 17067 or electronically to brubaker@myerstownpa.org
More information and job description are provided on the Borough website myerstownpa.org
Screening of applicants will begin immediately and continue until the position is filled. EOE