

Jessup Borough
Seeking Applicants for Full-Time Secretary Position

The Borough of Jessup has an opening for a full-time clerical position. The successful candidate should be organized, detail oriented, and demonstrate excellent communication and interpersonal skills. The position requires a working knowledge of Microsoft Outlook, Word, Excel, and QuickBooks. General Administrative and Secretarial Skills are also required. Pay will be commensurate with experience. Eligible for employee benefit and insurance plans.

Job responsibilities include: personal interaction, miscellaneous banking and invoicing, payroll preparation, bill receipt and payment, financial and other reporting, and miscellaneous clerical tasks.

Interested candidates should submit a resume and cover letter to Jessup Borough, ATTN: Secretary Position, 395 Lane Street, Jessup, PA 18434 or to MStine@jessupborough.org. The deadline for submission is 3:00 P.M., October 15, 2021.

Jessup Borough is an equal opportunity employer.