

**South Hanover Township
Part-Time Administrative Secretary,**

Individual will work in front office setting, answer phones, interact with the public and work closely with codes/zoning department . Must pay close attention to detail, have the ability to prioritize and multi-task, work independently and be able to maintain confidentiality. Municipal Experience a plus.

Thirty hours per week. Wages in accordance with qualifications and experience. Interested parties may send a cover letter and resume, including salary history and references to Debra Force, Township Manager, South Hanover Township, 161 Patriot Way, Hershey, PA 17033 or by email to dforce@southhanover.org
Resumes will be accepted until July 9, 2018