

EXECUTIVE SECRETARY

Hampden Township is seeking an individual for full-time employment within the Administration Department who will be responsible for performing secretarial work of a complex nature for the Township Manager; also responsible for general office functions; record keeping and the administrative functions with the Manager's office. This position involves a high degree of confidential information to which the employee will be held accountable for not disclosing to staff.

The applicant must meet all the requirements of the job description including, but not limited to, a minimum of a high school diploma and five (5) years' of related experience, or college degree and two (2) years' experience in the performance of secretarial work, preferably in municipal government. A copy of the detailed job description and application are available at www.hampdentownship.us and at the Township office.

Competitive Wages. A full benefits package is included. Applications will be accepted until 4:30 pm, January 20, 2020 or position is filled.

Keith B. Metts
Township Manager
Hampden Township
230 S. Sporting Hill Road
Mechanicsburg, PA 17050

EQUAL OPPORTUNITY EMPLOYER