

## ASSISTANT TOWNSHIP SECRETARY

August 6, 2019

The Township of Charlestown, Chester County, PA (pop. 5,671), is seeking qualified applicants for the position of Assistant Township Secretary/Administrative Assistant. This position reports directly to the Township Manager and is responsible for day-to-day operations performing administrative, clerical, and secretarial work under the direction of the Township Manager.

A minimum of five years' experience in a comparable position and excellent computer and organizational skills are required. Municipal experience is highly desirable. This is a part time position and the Township offers a competitive hourly rate. Office hours are 9 AM to 3 PM daily with a possibility of up to 2 evenings per month to attend meetings and take minutes. Interviews to begin late August with position to start Sept-Oct.

Please send a cover letter, resume and three professional references electronically to Linda M. Csete, Township Manager, to [manager@charlestown.pa.us](mailto:manager@charlestown.pa.us) by August 30, 2019 at 12:00 pm. EOE