



Part-time Clerical Position

Part-time clerical position. 10 a.m. to 2 p.m., Monday through Friday. Provide clerical, secretarial, and administrative support to police and planning departments of township government. Respond to mail, phone, and over-the-counter requests. Excellent customer service and office support skills required. Qualifications: High school degree plus at least one year of clerical experience. Starting rate: \$14.82 per hour. No benefits. Serious candidates should send cover letter and resume to dbruce@bethlehetownship.org . Deadline is noon, Friday, July 7, 2017. Township is an equal opportunity employer.