

PART TIME PUBLIC SAFETY CLERK

The Borough of Hollidaysburg is accepting applications for a part time Public Safety Clerk. This part time person must be available to work day and/or evening shifts Monday through Friday. This person should be able to perform a variety of routine and confidential clerical and secretarial work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, keeping official records and providing administrative support to the staff. Interested persons should submit a cover letter and a resume to James Gehret, Borough Manager; 401 Blair Street, Hollidaysburg, PA 16648. Deadline to apply is May 14, 2018.

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