

PART TIME CLERK
HOLLIDSYBURG BOROUGH

The Borough of Hollidaysburg has an opening for a qualified candidate to fill the position of a Part Time Clerk in the Finance Office. This person performs routine clerical and secretarial work in answering phones, receiving the public, providing customer assistance, cashiering, data entry and processing. The work week is 20 hours, Monday through Friday. A high school diploma or GED and one-year related experience required.

Please send cover letter, resume, and references in pdf to: manager@hollidaysburgpa.org, or via mail at:

Borough of Hollidaysburg
Attn: Borough Manager
401 Blair Street
Hollidaysburg PA 16648

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