

Administrative Assistant – Atglen Borough is accepting applications for the position of Full-time Administrative Assistant. This position handles all aspects of utility billing and payments. The employee also oversees and coordinates the permit process, providing support for the codes officer. Candidates should have strong computer skills and be familiar with Microsoft Office. Other skills include the ability to perform accounting duties accurately, as well as excellent oral and written communication skills. Applicant will have a high school diploma or equivalent and a minimum of 3 years of related experience. To view a complete job description, visit www.atglen.org.

Salary will be commensurate with experience and qualifications. Send cover letter, resume, three professional references, and salary expectation in one combined pdf document to atglenmanager@gmail.com by noon on February 5, 2025. EOE.