

# ADMINISTRATIVE ASSISTANT WANTED

Redbank Valley Municipal Authority and Southern Clarion County Regional Police Department are seeking a dependable, skilled individual for a possible shared Administrative Assistant position, combining 2 part-time positions, each up to 20 hrs./week, into a potential full-time position, subject to organizational needs and scheduling. Starting pay is \$14/hour, subject to 90-day probationary period. Selected applicant would provide administrative support to both organizations, with work schedules coordinated between the 2 offices.

Hiring process may take 2-4 weeks and will include review of applications and resumes, in-person interviews, thorough background investigation, drug screening and obtaining necessary clearances. Please visit [SCCRPD.com](http://SCCRPD.com) and [RVMA.com](http://RVMA.com) for applications, detailed job descriptions and requirements. Submit applications & resumes for SCCRPD to [president@SCCRPD.com](mailto:president@SCCRPD.com) and for RVMA to [Office@RVMAOnline.com](mailto:Office@RVMAOnline.com) or deliver to 311 Lafayette St., New Bethlehem, PA 16242.

*SCCRPD and RVMA are equal opportunity employers.*

