

OFFICE ADMINISTRATOR SECRETARY/TREASURER POSITION

UNION TOWNSHIP, TIOGA COUNTY
is seeking a full-time office secretary/
treasurer to perform clerical and
administrative functions for a local
township.

- Monday-Friday, 8 a.m. - 4 p.m.
- \$17.50/hr. Starting salary, dependent upon experience
- Sick/Personal/Vacation time
- 100% paid Health Insurance for employee
- Benefits start first day of employment

QuickBooks, data entry, records management, and/or clerical experience preferred.

Interested applicants can pick up an application and full job description at the

Union Township office building:

324 Union Centre Rd.

Canton, PA. 17724

or call 570-673-3667 if another avenue of receipt is needed.