

**Regular Part-Time Administrative Assistant**

**Location:** Greene Township, 1145 Garver Lane, Chambersburg, PA 17202

**Hours:** 20-30 Hours Per Week

**Contact:** Shawn Corwell

**Phone:** (717) 263-9160

**How to Apply:**

Please submit a resume to the contact above. Employment applications can be obtained at the Greene Township website or in person at the Greene Township Office.

**Job Summary:**

Greene Township is seeking a detail-oriented and organized Regular Part-Time Administrative Assistant to support township operations. This position involves administrative and clerical work, including maintaining township records, ensuring township business is conducted properly, and addressing residents' questions or concerns. The role requires independent decision-making in accordance with established rules, ordinances, and policies, with oversight from the Office Administrator and Board of Supervisors.

**Primary Responsibilities:**

- Respond to or oversee responses to incoming calls, inquiries, and complaints.
- Greet visitors, accept payments, assist customers with permits and park rental applications, and prepare receipts.
- Draft and respond to correspondence, prepare reports, memos, and other documents.
- Assist with preparing and maintaining the township newsletter.
- Maintain and update the township website.
- Assist with general clerical duties including file scanning, filing, and storage.

**Required Skills & Qualifications:**

- Knowledge of office methods and administrative procedures.
- Proficiency in Microsoft Word and Excel, email, and standard office equipment (fax machine, photocopier, etc.).
- Strong verbal and written communication skills.
- Ability to work effectively with township officials, government agencies, businesses, and the public.
- Strong interpersonal and consensus-building skills.

**Work Environment:**

- Primarily an office setting within the municipal building.
- Normal work hours: Monday through Friday, 8:00 AM – 4:00 PM.
- Competitive wage, details will be discussed during the interview process.