

**EAST NOTTINGHAM TOWNSHIP**

**158 Election Road  
Oxford, PA 19363  
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**Joseph Herlihy, Chairman  
Samuel A. Goodley, Vice-Chairman  
Art Rieck, Supervisor  
Shelley Meadowcroft, Supervisor  
Michael Watson, Supervisor**

**William C. Weaver, Road Master  
Suzanne Hamlin, Treasurer  
Kelli Karlton, Assistant Secretary  
PJ Scheese, Zoning Officer  
Scott Moran, BCO**

POSTED: August 20<sup>th</sup>, 2018

**Township Secretary**

East Nottingham Township is seeking a professional and energetic individual to join a cohesive team that serves the community in a small office environment. This full-time or part-time clerical position calls for enhanced communication, customer service, documentation, and organizational skills. Reporting to the Board of Supervisors, the successful candidate is expected to have a good skillset, a pleasant personality, and a desire to learn.

A high school diploma is desired with a preference (not required) for other applicable degrees and/or professional certifications. Experience working in clerical or local government roles are also desired. Proficiency is sought in current technological equipment, software, and programs. Salary commensurate with experience. Benefits available for full-time employees.

Interested individuals shall review the full job description and retrieve an application at: [www.eastnottingham.org](http://www.eastnottingham.org) or from the East Nottingham Township Office. The deadline for submission is: **September 16th, 2018.**

**Equal Opportunity Employer**