

ADMINISTRATIVE CLERK

Wrightstown Township is accepting applications for a full time position of Administrative Clerk. The successful candidate must be proficient in typing/data entry, filing, dealing with the public and in the use of various office equipment. The candidate must be experienced with computer operations including Windows, Microsoft Office applications particularly outlook, word and excel. Familiarity with Quick Books and accounting procedures a plus. Applications and Job description may be obtained from the offices of Wrightstown Township, 2203 Second Street Pike, Wrightstown Pa. 18940. Request for applications can also be made to Manager@wrightstownpa.org att: Joseph F. Pantano. Applications must be received by Wrightstown Township by 3:00 pm., August 11, 2010. Wrightstown Township is an equal opportunity employer.