

## CODE DEPARTMENT CLERK

Wrightstown Township is accepting applications for a full time position of Code Department Clerk in the Code/Zoning Department. The successful candidate must be proficient in dealing with the public as well as professional consultants. The candidate must be highly organized and able to develop and maintain schedules. The candidate must be experienced with computer operations including data entry, Windows, and Microsoft Office applications particularly outlook, word and excel. 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 on line to [Manager@wrightstownpa.org](mailto: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.