

**DAVID T. AICHELE**  
*Mayor*  
**LAUREN E. HAUCK**  
*Council President*  
**GREGORY A. SAHD**  
*Borough Manager*



**BOROUGH OF MILLERSVILLE**  
100 Municipal Drive  
Millersville, PA 17551

[www.millersvilleborough.org](http://www.millersvilleborough.org)

**Millersville Borough Position Vacancy  
Part-Time Clerk**

**The Borough of Millersville is seeking a friendly professional for the position of Part-Time Clerk.**

**Duties include:**

- 1. Assisting our citizens at the Front Desk and over the Telephone as a Receptionist or with other Clerical Support.**
- 2. The ability to multi-task and a willingness to learn.**
- 3. Assisting with Accounts Receivables.**
- 4. Preparing Notices for the Code & Zoning Enforcement Officer, and**
- 5. Other duties assigned from time to time.**

**Applicants must possess a high school diploma or GED equivalency, at least one year of professional clerical work and some level of general office accounting experience.**

**Job Type: Part-Time**

**Location of Job: Millersville Borough Offices, 100 Municipal Drive, Millersville, PA 17551**

**Pay: \$17.00 - \$20.00 Per Hour, depending on level of experience**

**Hours: Four (4) Hours Per Day, Ideally Between 10:00 a.m. and 2:00 p.m., Five (5) Days Per Week;  
Additional Hours Will Be Required from Time to Time.**

**Please submit resume or any other pertinent information to [millersville@millersvilleborough.org](mailto:millersville@millersvilleborough.org), bring into the Borough Office, or mail to 100 Municipal Dr, Millersville, PA 17551.**