

Millersville Borough Position Vacancy  
Part-Time Office Clerk

Millersville Borough is accepting applications for the position of Part-Time Clerk. We are looking for a friendly team member who can professionally greet and assist our citizens at the front desk and/or over the telephone, can multi-task and displays a willingness to learn. Essential duties include: accounts payable, scheduling and preparing notices for the Code Enforcement Officer, role of receptionist and other clerical support. Applicants must possess a high school degree or equivalent and at least one year of professional clerical and accounting experience. Microsoft Office products preferred. Ideal hours are 10 a.m. to 2 p.m., Monday through Friday, no weekends. \$13-\$15 an hour.

Send letter of interest and a resume to: Borough Manager, Millersville Borough, 100 Municipal Drive, Millersville, PA 17551 or email: [jobs@millersvilleborough.org](mailto:jobs@millersvilleborough.org).