

PUBLIC SAFETY CLERK

The Borough of Hollidaysburg is seeking a person to fill the position of Public Safety Clerk. This person must be available to work daylight shift of 8 am until 4 pm Monday through Friday. This person should be able to perform a variety of routine and confidential clerical and secretarial work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, keeping official records and providing administrative support to the staff. Interested persons should submit a **cover letter and a resume** to:

James Gehret, Borough Manager; 401 Blair Street, Hollidaysburg, PA 16648

Or email to:

Manager@hollidaysburgpa.org

EOE