

## **MUNICIPAL CLERK LOWER NAZARETH TOWNSHIP**

Lower Nazareth Township is accepting resumes for a full-time municipal clerk who is organized and efficient. Candidates with the following abilities and skills should apply!

- Proficient knowledge of Microsoft Excel and Microsoft Word
- Proficient knowledge of Microsoft Outlook
- Excellent written and oral communication, including proper e-mail and letter prep
- Excellent organizational skills; Detail-oriented; excellent file management
- Requires an ability to learn and apply zoning and planning ordinances
- Requires an ability to learn and apply the Right-to-Know Law
- Provides support for planning and zoning administration
- Ability to multi-task
- Ability to use basic office equipment
- Excellent customer service skills (phone and in-person)

Office experience preferred. Salary shall be commensurate with experience. Excellent benefit package offered to the right candidate. Resumes can be sent to: [lstauffer@lowernazareth.com](mailto:lstauffer@lowernazareth.com) or 623 Municipal Drive, Nazareth, PA 18064. No phone calls please.