

## RECEPTIONIST POSITION

The City of Saint Marys is accepting applications for an Administrative/Clerical – Level 1 position. This is a part-time receptionist/clerical position with a starting salary of \$12.98 per hour. This is an entry level position with varied job duties at City Hall. Candidates must possess excellent verbal skills and the ability to work with the public in a professional manner. The ability to understand accounting functions and accounting software is highly desired. The deadline to submit an application is Friday, September 23rd 2016 at 4:30 p.m. Applications may be obtained at Saint Marys City Hall, 11 LaFayette Street, 2<sup>nd</sup> Floor Administrative Offices, Saint Marys, PA 15857 or on the City's website [www.cityofstmaryspa.gov](http://www.cityofstmaryspa.gov) . The City of Saint Marys is an EOE/AA employer.