

The Municipality of Penn Hills is seeking a full-time Municipal Secretary. The salary depends on qualifications and experience. This is a confidential position of high responsibility. College or other post high school education is desired, but not required.

Excellent benefits including health coverage, dental, vision, excellent vacation package and sick days. Penn Hills residency is required within one year of appointment.

Applications must be submitted by August 14, 2020. Applications are available at <http://www.pennhills.org>". Mail application and resume to Administration, Municipality of Penn Hills, 102 Duff Road, Penn Hills, PA 15235. Penn Hills is a residential suburban community outside of Pittsburgh and is an Equal Opportunity Employer.