

The Gratz Borough Municipal Authority is currently accepting applications for a part-time Secretary.

Duties will involve checking emails, voicemails, scanning in invoices, taking meeting minutes at our monthly meeting and preparing them for the board members, preparing meeting packets and other day to day office duties.

Candidate should have basic computer knowledge and some knowledge of Microsoft office.

Hours are flexible, except the second Tuesday of the month at 7pm when the board meets you will be required to be at the meeting to take minutes. We would expect the candidate to stop in the office at least 2-3 times per week to check emails and phone messages so customers won't have to wait on a reply.

You can expect about 20-30 hours per month on average after you are familiar with the job.

Applications can be found on: www.gratzboro.com

Applications will be accepted until January 10th, 2022 as we will make a decision on January 11th, 2022 at our normally scheduled meeting.

Please scan and email your application to: Gratzsewer@comcast.net

If you have any questions or problems, please call Chairman Brian Novinger at 717-602-8232

EMPLOYMENT APPLICATION

Gratz Borough Municipal Authority (GBMA)

Post Office Box 276, Gratz, PA 17030

Telephone: 717-365-4115 – email: gratzsewer@comcast.net

PERSONAL INFORMATION:

First, Middle & Last Name _____

Street Address _____

Mailing Address _____

City, State, Zip Code _____

Telephone Number _____ Cell Phone _____

Are you eligible to work in the United States? Yes ____ No ____

If you are under age 18, do you have employment/age certificates? Yes ____ No ____

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes ____ No ____

If yes, please explain:

EMPLOYMENT HISTORY:

Present or Last Employer _____

Address _____

Telephone _____ Email _____ Supervisor _____

Position Title _____ From _____ To _____ Salary _____

Responsibilities _____

Reason for Leaving _____

May we contact your present or last employer? Yes ____ No ____

Previous Employer _____

Address _____

Telephone _____ Email _____ Supervisor _____

Position Title _____ From _____ To _____ Salary _____

Responsibilities _____

Reason for Leaving _____

May we contact your previous employer? Yes ____ No ____

REFERENCES:

Name	Title	Address	Telephone

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____ Date _____