



WE'RE HIRING

The Borough of Dormont is seeking well-qualified applicants for the position of Clerk/Receptionist in the Borough Office. Candidates must be comfortable working on a wide variety of administrative tasks, while maintaining a high level of customer service. Candidates must have excellent computer skills, as the Borough Office utilizes the Microsoft Office suite and a variety of other programs, which receive regular updates. Since many functions are time-sensitive, candidates must also be able to work under pressure with a positive attitude. Experience with cash, check, and credit transactions is preferred. This is a Union position with a starting salary of \$30,854.77 and includes an excellent benefits package. Please email resumes to Borough Manager Benjamin Estell at bestell@boro.dormont.pa.us, or mail to: Borough of Dormont, 1444 Hillsdale Ave., Pittsburgh, PA 15216. Resumes will not be accepted after July 9 at 12:00 PM.