

## **The Borough of Dormont is Hiring!**

### **Borough Clerk**

The Borough of Dormont is seeking well-qualified applicants to join our office staff as a Clerk.

Candidates must:

- Be comfortable working on a wide variety of administrative tasks, while maintaining a high level of customer service
- Have excellent computer skills, as the Borough Office utilizes the Microsoft Office suite and a variety of other programs, which receive regular updates
- Be able to work under pressure with a positive attitude due to the time sensitive nature of the position

Preferred Skills:

- Experience with cash, check, and credit transactions
- Fluency in Spanish

This is a Union position with a starting salary of \$31,857.55 and includes an excellent benefits package.

Apply for the position now

Mail or E-Mail Resumes to

Benjamín Estell, Borough Manager

[bestell@boro.dormont.pa.us](mailto:bestell@boro.dormont.pa.us)

1444 Hillsdale Avenue

Pittsburgh, PA 15216

Applications Close October 27<sup>th</sup>

Interviews - 1st Week of November