



THE BOROUGH OF LEETSDALE

373 BEAVER STREET
LEETSDALE, PA 15056

JENNIFER SIMEK, SECRETARY/TREASURER

PHONE: (724) 266-4820 • FAX: (724) 266-7530

www.leetsdaleboro.net

Title: Part-time Borough Office Assistant

Hourly wage: \$20.00 – \$22.00

Hourly Pay based on experience

Weekly Hours: Not to exceed 25 hours

Work week: Monday – Friday

Training Hours: 10:00 AM – 3:00 PM

Evaluation after 30-days

Working Hours: Noon – 5:00 PM

Exempt from earning time off

Vacation Days: 0

Personal Days: 0

Sick Days: 0

Office Holidays: Unpaid

No Medical, Eye or Dental Benefits Offered

No 401K or Pension Offered

Works under the supervision of the Borough Secretary or Borough Manager

General clerical duties with increasing responsibilities. Primary responsibilities are to provide day to day operations of the borough. Create, print and mail quarterly newsletters, prepare no lien letter requests, shelter and community room rentals, order office supplies, prepare customer billing, track employees' attendance records and maintain uniform allowance records.

Qualifications:

Must be able to maintain confidentiality

Must be able to perform tasks in an unbiased objective manner

Must be able to obtain a Bond, paid by the Borough

Employment is contingent upon the results of a post-offer (initial employment) drug screen and upon successfully passing a thorough investigation, consisting of a criminal history check, certification check, reference check and education verification check, if applies.

Please submit resume, cover letter, three professional references and employment application to simek@leetsdaleboro.net

The Borough of Leetsdale is an equal opportunity employer.



Borough of Leetsdale

Employment Application

Not to be used for the Police Department

An Equal Opportunity Employer

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		Are you 18 years or older?			
Date Available		Social Security No.		Date you can start	
Position Applied for				If applicable, do you have a CDL license?	
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional/business references.

Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

Complete and return application to: **Borough of Leetsdale
373 Beaver Street
Suite A
Leetsdale, PA 15056**