

**PLAINFIELD TOWNSHIP
FULL-TIME TOWNSHIP SECRETARY**

Plainfield Township (Northampton County) is seeking a full-time Township Secretary, whose primary responsibility will be to assist with the day-to-day operations of the municipality. Qualified applicants will possess strong analytical, interpersonal and communication skills. A college or business degree, certificate(s) or demonstration of related skills/experience in a related field is preferred. Wage rate is commensurate with education, skills and relevant experience. Interested candidates should send a cover letter and resume to Plainfield Township, 6292 Sullivan Trail, Nazareth, PA 18064 ATTN: Township Manager or email manager@twp.plainfield.pa.us A copy of the job description is available at the Township Office or via email upon request. Applications will be accepted until the position is filled. Plainfield Township is an Equal Opportunity Employer.