BOROUGH OF ENGLISHTOWN LOCAL GOVERNMENT PERSONNEL POLICIES AND PROCEDURES MANAUAL

JOB POSTING FORM

EMPLOYMENT OPPORTUNITY:

SHADE TREE SECR	ETARY		
TITLE OF POSITION:		DEPARTMENT:	
SHADE TREE SECRETARY		SHADE TREE COMMISSION)N
CLASSIFICATION:	EXEMPT:	NON-EXEMPT: X	
HIRING SUPERVISOR	SHADE TREE	CHAIRPERSON	
REPORT TO:	SHADE TREE COMMISSION		
transcribing minutes for	the Shade Tree Co bility to analyze a	secretarial and meeting duties, include mmission. Meetings are held quarterly and interpret state and county laws, ru the of the Borough.	, in
EMPLOYMENT STATU	'S:		
REGULAR FULL-TIME	_ REGULAR PART-T	IME X TEMPORARY	
SALARY RANGE:			
\$5	500-\$ <mark>2,000 annu</mark> a	ally	
POTENTIAL CAREER (OPPORTUNITIES	IN THE POSITION: YES	
ADDITIONAL COMMI	ENTS:		
FOR ADDITIONAL INF	FORMATION, APP	LICANTS SHOULD CONTACT:	
ADMINISTION OFFIC			
APPLICATIONS CAN	BE PICKED UP A	T 15 MAIN STREET, ENGLISHTOW	7 T T