

## **CODE ENFORCEMENT OFFICER**

### **PUBLIC NOTICE**

Salem Township Board of Supervisors is seeking to hire a part-time Code Enforcement Officer on an as needed basis. The duties will consist of enforcing the Township ordinances and regulations under the direction of the Township Board of Supervisors. Prior code enforcement, law enforcement or constable experience is preferred, but not required. Compensation will be discussed at the interview. Interested applicants may forward a resume prior to June 3, 2024 to Salem Township Municipal Building 244 Congruity Road Greensburg, PA 15601 or e-mail to [salemtwp@comcast.net](mailto:salemtwp@comcast.net) 724-668-7500  
Kelly Otto, Secretary-Treasurer

## **ASSISTANT SECRETARY-TREASURER**

The Board of Supervisors of Salem Township is accepting applications for the position of Assistant Secretary-Treasurer with part-time hours. The successful candidate must have a degree or background in accounting, business, and/or office management, have good computer skills, be able to work fluently within Microsoft Word and Excel, work closely with other Township employees and officials and interact with members of the public on a daily basis. This is an administrative position, which includes payroll, budgets, and financial reporting. An understanding of municipal government is also desired.

On-the-job training will be provided by the current Township Secretary-Treasurer. Interested applicants may forward a resume prior to June 3, 2024 to Salem Township Municipal Building 244 Congruity Road Greensburg, PA 15601 or e-mail to [salemtwp@comcast.net](mailto:salemtwp@comcast.net) 724-668-7500

Kelly Otto, Secretary-Treasurer