

ZONING CLERK –FT, M-F and be available for overtime for Municipal Government. Minimum of two (2) years office experience required. Detail oriented self-starter with excellent office, organizational, communication and interpersonal skills. Must be proficient in Microsoft Office Suite. Must be able to work in a fast-paced environment. Must work well with a wide variety of people. Please provide salary history and requirements along with resume to Resumes@MSTownship.com with “Zoning Clerk” in the subject line or deliver in person to Middle Smithfield Township 147 Municipal Drive East Stroudsburg PA 18302. No phone calls. *Middle Smithfield Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, national origin, age, disability, genetics, or any other characteristic protected by state or local law.*