

POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT CLASS 2 or 3

The Township of Cumru is accepting applications for the full-time position of Administrative Assistant Class 2 or 3. Applicant must be a High School Graduate or equivalent and have effective written & oral communication skills. Applicant must possess a valid Pennsylvania driver's license.

The job description and employment application may be reviewed and printed on the Township's website at www.cumrutownship.org or obtained at the Township Office, 1775 Welsh Rd., Mohnton, PA, from 8:00 am until 4:30 pm, (closed daily from 12:00 p.m. to 12:30 p.m.) EST, Monday through Friday.

We are actively looking to fill the Class 3 position; however, we would consider hiring for a Class 2 position for the right candidate. This is a Teamsters Union position and follows the Teamsters Local 429 contract. The 2026 probationary rate for Class 3 is \$30.37 and Class 2 is \$31.93. Once off probation, the 2026 rates are C3 \$33.74 and C2 \$35.48.

Township Administration will be closed on 6/19/26 and 7/3/26.

No candidates will be considered who have failed to submit and complete the required Township application. Cumru Township is not responsible for USPS or courier services failing to deliver.

Mail or deliver documents by the deadline to:

Cumru Township Office

Attn: Kristin Yoder, Business/Personnel Administrator

1775 Welsh Rd.

Mohnton, PA 19540

Email to: kyoder@cumrutownship.org

The Township of Cumru is an EOE.