



# GREATER LEBANON REFUSE AUTHORITY

1610 Russell Road • Lebanon • Pennsylvania • 17046

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November 3, 2017

## **Part-Time Clerk/Weighmaster Position**

Function as a Clerk/Weighmaster for a Municipal Solid Waste Landfill operating truck scales, computer equipment, completing cash, credit, and credit card transactions accurately. This position requires someone who is people oriented, organized, able to work well with others, and able to project a positive image of the company.

In addition to collecting payment for services utilized a Clerk/Weighmaster provides information to customers concerning services, costs, regulations, and directions for accessing the facility resources. Clerically this position is responsible for making copies of documents, filing correspondence as needed, and for cross training in other offices on an as-needed basis. This position maintains close communication with the Office Manager, Maintenance Office, and reports directly to that position.

This position is a part-time position with 20 hours per week including Saturday morning. All persons considered for this position will be required to have a valid PA Driver's License and a safe driving record for the previous three years. Candidates must be able to be bonded and to be eligible for a Weighmaster License (paid for by GLRA) as a condition of employment. Successfully passing a pre-employment physical is a prerequisite to employment.

Applicants for this position should apply in person at the Maintenance Facility, Greater Lebanon Refuse Authority, 1610 Russell Road, to fill out a job application. A resume, as an attachment is encouraged, but not required.