

ADMINISTRATIVE ASSISTANT – FULL-TIME

Mount Joy Borough is seeking a motivated and detail-oriented Administrative Assistant to support daily municipal operations and provide excellent customer service to residents, visitors, and staff. This position performs a variety of administrative and office support duties to ensure the smooth and efficient processing of information and delivery of services. The Administrative Assistant will divide responsibilities between public service / customer assistance coverage and administrative support functions for Borough departments and projects.

For more information and application, please visit www.mountjoyborough.com.

Applications and resumes may be submitted to:

Mount Joy Borough

300 Orchard Rd., Suite 1

Mount Joy, PA 17552

or emailed directly to jill@mountjoy.org.

Applications and resumes accepted through July 31, 2026.

Mount Joy Borough is an Equal Opportunity Employer