The Township of Aleppo (Allegheny County PA) is seeking applicants for the part-time position of Township Secretary. Essential duties of the position include but are not limited to attending all regular and special meetings of Board of Commissioners, preparing packets and minutes for all Commissioners Meetings, compliance with adoption procedures for acts of legislation, preparing correspondence, invoice processing, maintaining electronic document database, website updates, answering phones, and communicating with the public on a frequent basis. Candidates must possess strong oral and written communication skills and have proficiency in MS Office and other computer applications. The position is part-time with an average of 25 hours per week. Salary is DOQ. Submit a cover letter and resume by September 26, 2025 to Gwen Patterson, Township Manager, Aleppo Township, 100 North Drive, Sewickley, PA 15143 or info@aleppotownship.com. EOE