



Centre Region Council of Governments

## CENTRE REGION PARKS AND RECREATION

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www.CentreConnect.org/crpr  
E-Mail: crpr@crcog.net

*Serving the Borough of State College and the Townships of College, Ferguson, Harris & Patton*

Help Wanted Classified Ad  
Centre Daily Times

Section 705 Clerical / Office

Publish Dates: Sun 7 Mar 2010 & Wed 10 Mar 2010

Please reference PO #100-0118PR on invoice, Attn: Diane Ishler, Office Manager

### **STAFF ASSISTANT**

Full-time, yr-round position with Centre Region Parks & Recreation, State College, PA. responsible for providing reception, secretarial, basic accounting / budgeting & general office tasks 8AM-5PM weekdays, 40 hrs./wk. Available 3 May 2010. Min. required Business School Certificate or 2 years office exp. w/ HS Diploma. Customer service, transcription & computer skills required. Salary \$24,466 w/ benefits. Advancement possible pending performance. Complete vacancy announcement, job description & agency application form posted at [www.crpr.org](http://www.crpr.org) or call (814) 231-3071. A resume is optional but cannot replace the CRPR application form. Application Deadline: 5 PM on Mon., 22 Mar 2010.

Cc: Posting for COG Staff & Admin

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