



RALPHO TOWNSHIP

Applicant Welcome Letter

Dear Applicant,

Thank you for your interest in the Township Secretary/Treasurer position with Ralpho Township. We appreciate the time you have taken to apply, and we look forward to learning more about your qualifications and experience.

To complete your application, please follow these steps:

How to Apply

- 1. Review the Position Description** — read the overview of responsibilities and qualifications for the role.
- 2. Review the Benefits Summary** — read the overview of health insurance, paid time off, and other benefits under the AFSCME collective bargaining agreement.
- 3. Complete the Employment Application** — fill out the enclosed application in full.
- 4. Complete the Applicant Questionnaire** — answer each question as completely as possible.

Please submit your completed Application and Questionnaire to the Ralpho Township office by the deadline below. Incomplete submissions may not be considered.

If you have any questions about the position or the application process, please contact the Township office at the number below.

Thank you again for your interest in joining the Ralpho Township team. We look forward to reviewing your application.

Sincerely,

Ralpho Township Board of Supervisors

APPLICATION DEADLINE:
OCTOBER 1, 2026 by 4:00 PM



Ralpho Township Secretary / Treasurer

Position Overview

Knowledge, Skills, and Abilities ● Knowledge of accounting principles, budgeting, and financial management. ● Knowledge of municipal government operations, meeting procedures, records management, and applicable laws. ● Proficiency with accounting software, QuickBooks, Microsoft Excel, and other office software applications. ● Strong written and verbal communication skills. ● Strong customer service and interpersonal skills. ● Ability to organize, prioritize, and manage multiple tasks while meeting deadlines. ● Ability to maintain accurate records and prepare reports. ● Ability to exercise sound judgment, maintain confidentiality, and work independently. ● Ability to uphold high ethical standards and professionalism in public service. ● Strong attention to detail and commitment to accuracy.	Financial and Treasurer Responsibilities ● Maintain accurate and current financial records using accounting software. ● Perform bookkeeping functions for receipts, disbursements, payroll, and related financial transactions. ● Make timely bank deposits and maintain organized, auditable financial files. ● Assist in the preparation and monitoring of annual budgets for the Township and Municipal Authority. ● Submit required annual financial reports ● Coordinate year-end audits and maintain supporting documentation for auditor review.
Municipal Authority (Sewer Operations) ● Prepare, print, and mail monthly and quarterly sewer bills. ● Process and record all sewer payments. ● Prepare and distribute late payment notices and termination letters. ● Calculate annual customer surcharges and capital improvement fees. ● Maintain accurate customer billing and payment records.	Secretarial and Records Management ● Prepare, maintain, and distribute Township and Authority meeting agendas, minutes, resolutions, and ordinances. ● Post public notices and meeting agendas in compliance with the Pennsylvania Sunshine Act. ● Respond to Pennsylvania Right-to-Know Law requests in a timely and compliant manner. ● Maintain records retention and document archiving systems. ● Draft and distribute Township newsletters.
Administrative Responsibilities ● Track, maintain, and follow up on bids, quotes, contracts, and service agreements. ● Work with insurance providers regarding renewals, policy updates, and claims. ● Maintain schedules and documentation related to Township projects and services. ● Perform other duties as assigned by the Board of Supervisors and the Municipal Authority of Ralpho Township Board.	Community Relations and Customer Service ● Serve as the primary point of contact for residents, customers, government agencies, contractors, and other stakeholders. ● Provide information and assistance regarding Township services, ordinances, procedures, and Municipal Authority operations. ● Maintain professional and courteous communication with the public and outside agencies. ● Manage incoming phone calls, emails, and written correspondence, ensuring timely responses.
Qualifications ● High school diploma or equivalent required. ● Experience in administrative support, recordkeeping, bookkeeping, or municipal government preferred. ● Knowledge of financial management and accounting practices. ● Valid Pennsylvania driver's license.	



Ralpho Township Secretary / Treasurer

New Employee Benefits Summary

AFSCME District Council 13 Bargaining Unit Agreement January 1, 2026 through December 31, 2028

Wages and Pension Benefits

Wages

- Pay increase of \$1.25/hour effective January 1, 2027 and January 1, 2028
- Pay increase of \$1.00/hour effective January 1, 2029
- New-hire starting wage is at least \$18.00/hour, with a \$1.00/hour increase after the 6-month probationary period.

Pension

- Monthly benefit = $1.25\% \times \text{average of the last 36 months' wages} \times \text{years of credited service (max 50 years)}$.
Normal retirement at age 62 with 10 years of service; 100% vested after 10 years; paid as a single life annuity.

Overtime & Call Time

- Time-and-a-half for hours worked beyond 8/day or 40/week; double time for Sunday work.

Health & Medical Insurance

- Group medical & prescription coverage effective January 1, 2026 (Geisinger All-Access Extra PPO 10/60/1000).
- Employee cost: \$60 per biweekly pay period (pre-tax payroll deduction) for employee, spouse & dependent coverage.
- \$1,000 annual deductible paid by the Township through an HRA.
- Township reimbursement of up to \$500/year for copays paid by employee
- Vision reimbursement provided for the employee.
- Dental insurance provided for employee.
- Life and disability insurance provided.

Retiree Health Reimbursement

- \$100 per year of credited service (maximum 20 years — up to \$2,000/year) toward health costs after retirement, continuing for 5 years from the retirement date.

Paid Time Off

Holidays — 9 per year

- New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Day following Christmas.

Personal Leave

- 5 personal leave days each year.

Vacation (by years of service)

- 1 year: 5 days
2–5 years: 10 days
5–10 years: 15 days
10+ years: 20 days

Sick Leave

- 0–5 years of service: 5 days/year
5+ years: 10 days/year.
Accrues up to a maximum of 150 days; 25% of the unused balance is paid out at retirement.
- Family sick leave: 5 days/year of allotted leave can be used for illness in the immediate family.

Bereavement

- 3 paid days for immediate family (father, mother, son, daughter, wife, husband, brother, sister); 1 paid day for a near relative (grandparent, grandchild, stepson/stepdaughter).

Other Leave

- Paid: jury duty/subpoena, military reserve training.

This summary highlights key provisions of the AFSCME Collective Bargaining Agreement for general reference. In the event of any conflict, the full Agreement governs.

RALPHO TOWNSHIP
206 S Market Street, Suite 1, Elysburg, PA 17824

APPLICATION FOR EMPLOYMENT

Date _____

Position applying for: _____

Name: _____ Phone: _____ Social Security No.: _____

City/ _____
Street: _____ State: _____ Township: _____ ZIP: _____

Are you a citizen _____ Were you employed by _____ If Yes,
Of the U.S.A.? _____ Ralpho Township before?: _____ Position: _____

Have you been a permanent resident of Pennsylvania for at least 2 years preceding date of application? _____ YES _____ NO

Salary expected: \$ _____

Have you ever been convicted of a criminal offense, including sex or abuse related offense(felony or misdemeanor?) _____ yes _____ no

EDUCATION

Type of School	Name of School	Address	Dates Attended From-To	Last Year Completed
Grade School				
High School				
Trade or Business School				
College				

EXPERIENCE

Former Employment Record (including Military Service)	Period of Employment	Earnings	Reason for Leaving
1. Present or last employer (name/address)	From: To:		
Type of Work			
2. Previous employer (name/address)	From: To:		
Type of Work			

List additional employment experience or other experience which would aid in qualifying you for the position desired, i.e., clerical, cooking, maintenance, etc. _____

REFERENCES

Name	Occupation	Address	Telephone No.
1.			
2.			
3.			

* * * WE ARE AN EQUAL OPPORTUNITY EMPLOYER * * *



Ralpho Township Secretary / Treasurer

Applicant Questionnaire

Thank you for your interest in this position. Please answer each question as completely as possible.

Applicant Name	Phone / Email
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1. What is your experience with financial bookkeeping?

2. What is your experience with recordkeeping?

3. What is your experience working with the public?

4. What is your experience in using QuickBooks or other financial software?



Ralpho Township Secretary / Treasurer

Applicant Questionnaire

5. What other skills or expertise would you bring to this position?

6. Is there anything else you'd like us to know about your experience or qualifications for this position?
