

**R-152-15**

**Resolution Establishing Job Description for the Position of Payroll Clerk for the  
Borough of Wharton**

**WHEREAS, the Mayor and Council of the Borough of Wharton has created a Policy and Procedures Manual; and**

**WHEREAS, the Borough Administrator and Personnel Administrator have reviewed and updated the attached Job Description – Payroll Clerk to be utilized by the Borough.**

**NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Wharton that the document known as Job Description – Payroll Clerk is hereby established and will be known as Section 1:3.20 of the Policy and Procedures Manual of the Borough of Wharton.**

**Adopted: November 9, 2015**

**BOROUGH OF WHARTON**

**ATTEST:**

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WILLIAM J. CHEGWIDDEN,  
MAYOR**

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Gabrielle Evangelista,  
Municipal Clerk**