

UNION COUNTY

Administrative Assistant I – District Attorney

Union County is currently accepting applications for a full time Administrative Assistant I position in the District Attorney's office. This position works as support/clerical staff in the District Attorney's office. Knowledge of criminal law is preferred.

MINIMUM REQUIREMENTS

Position requires a high school diploma or equivalent; supplemented by two year(s) of experience in clerical or administrative work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

A full job description and application can be obtained at www.unioncountypa.org or picked up at the HR Office located at 155 N 15th Street, Lewisburg, PA 17837.

Applications or resumes should be forwarded to the HR Office at 155 N 15th St, Lewisburg, PA 17837 no later than Wednesday, January 19, 2022 by 4:00 PM.

Union County is an EOE.