

UNION COUNTY

CLERICAL/OFFICE ASSISTANT I POSITION Probation

Pay Rate: \$11.57 - \$12.89 hourly

Union County is currently accepting applications for a part time Clerical/Office Assistant I position in the Probation Office. Position is responsible for routine clerical activities. Must have excellent communication and organizational skills along with the ability to prioritize important and pressing tasks.

MINIMUM REQUIREMENTS

Position requires a high school diploma or GED; supplemented by some clerical or administrative experience; or any equivalent combination of education, training, and experience. Must possess a valid driver's license.

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 no later than Tuesday, January 18, 2022 by 4:00 PM.

Union County is an EOE.