

## **ADMINISTRATIVE ASSISTANT**

Union County is currently accepting applications for a full time, 30 hours per week, Administrative Assistant position in the Elections office. This position would be required to work additional hours during peak election processing periods. The ideal candidate must have a strong work ethic, high level of integrity, strong attention to detail, and exceptional customer service skills.

### **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.

Possession of, or ability to obtain, a Pennsylvania Notary Public certification would be helpful.

A full job description and application can be obtained at [www.unioncountypa.org](http://www.unioncountypa.org) or picked up at the HR Office located at 155 N 15<sup>th</sup> Street, Lewisburg, PA 17837.

Applications or resumes should be forwarded to the HR Department no later than Tuesday, September 22, 2020 by 4:00 PM.

Union County is an EOE.