

RECORDS TECHNICIAN

The Union County Assessment office is currently accepting applications for a Full Time Records Technician. The following knowledge, skills, and abilities would be preferred. Knowledge of laws, regulations, rules, procedures, and forms applicable to assessment administration. Ability to manage multiple tasks, meet regular deadlines, and attention to detail. Strong skills in accounting, computer, organization, verbal and written communication and customer service.

MINIMUM REQUIREMENTS

Position requires a High school diploma or GED; supplemented by one (1) year of experience in data entry, database maintenance or computer-aided mapping; or any equivalent combination of education, training, and experience.

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 Human Resource Office no later than Tuesday, September 22, 2020 by 4:00 PM.

Union County is an EOE.