

UNION COUNTY

Senior Deputy (Clerical/Administrative Position) – Prothonotary

Union County is currently accepting applications for a full time, 37.5 hours per week, Senior Deputy position in the Prothonotary office. This position is responsible to assist the Prothonotary/Clerk of Courts and provide administrative assistance in processing, recording, and filing criminal and civil legal documents, as well as receiving and processing legal documents. The ideal candidate must possess the following knowledge, skills, and abilities.

- Problem-solving skills
- Verbal communication skills
- Written communication skills
- Basic Math skills
- Computer software 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.

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 Union County Prothonotary at 103 S 2nd Street, Lewisburg, PA 17837 no later than Tuesday, January 18, 2022 by 4:00 PM.

Union County is an EOE.

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