

(TEMPORARY) CLERICAL/OFFICE ASSISTANT II POSITION

Union County is currently accepting applications for a temporary Clerical/Office Assistant II position in the Assessment Office. The position is responsible for routine clerical activities. Applicants 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 one (1) year(s) of clerical or administrative experience; 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.

Application or resumes will be accepted at the HR Office, 155 N 15th Street, Lewisburg, PA 17837 no later than August 15, 2022 by 4:00 PM.

Union County is an EEO Employer.