

UNION COUNTY

Magisterial District Court 17-03-01 Administrative Assistant III

Magisterial District Court 17-03-01 is currently accepting applications for an Administrative Assistant III position. The ideal candidate must possess excellent customer service and organizational skills and be able to proficiently operate a personal computer, have the ability to learn how to operate new software programs, communicate clearly and concisely, exercise good judgment and maintain tact, composure, and confidentiality.

MINIMUM REQUIREMENTS

Position requires an Associate Degree in Secretarial Science or related field; supplemented by three years of experience in clerical or administrative work; or any equivalent combination of education, training, and experience.

Candidate must complete a satisfactory pre-employment reference check, drug screen, and a criminal background investigation.

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 September 27, 2022 by 4:00 PM.

Union County is an EOE.