

UNION COUNTY

PT Administrative Assistant Probation

Union County is currently accepting applications for a part time Administrative Assistant position in the Probation office. This position supports the administrative staff with greeting clients in person, by telephone, or by mail along with a variety of documentation associated with the department's operations. Microsoft Office, google documents, and general bookkeeping knowledge and experience is needed to be successful in this position.

MINIMUM REQUIREMENTS

Position requires a high school diploma or GED; 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 Human Resource office no later than October 4, 2022 by 4:00 PM.

Union County is an EOE.