

JOB POSTING

Deputy

Register of Wills, Recorder of Deeds & Clerk of Orphans' Court

Tioga County Human Resources office is currently accepting applications for a full time with benefits position for a Deputy in the Register and Recorder and Clerk of Orphans' Court office.

Applications are available at the Courthouse or online at www.tiogacountypa.us on the right side of the screen under the printable forms section. Applications may also be picked up in person in the lobby of the Courthouse. For more information, questions or a complete job description, please contact the Human Resource office at (570) 723-8205.

OVERVIEW OF THE POSITION

The position of Deputy must require oath of office and involves administrative and clerical work for all three offices. Monitoring and managing daily fiscal and legal transactions, reporting cash operations activities, monitoring/performing electronic filings/banking and ensuring daily balances, reports are correct and to date on daily/weekly/monthly/annual bases.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge and skills required.

- Requires the ability to communicate in a courteous and professional manner in person, on the telephone, and in writing with the public.
- Requires the ability to follow instructions.
- Requires the ability to prepare and maintain accurate records.
- Must have ability to establish and maintain effective working relationships with other employees.
- Must be able to exhibit professionalism at all times when dealing with the public.
- Must have excellent computer and filing skills (including Microsoft Word and Excel).
- High school diploma or GED; or an equivalent combination of education, training and experience.
- Schooling with emphasis in business/law preferred
- Leadership experience preferred
- Willingness to attend educational training related to job position

STARTING RATE: TO BE DETERMINED

HOURS OF WORK: Monday through Friday 9:00 a.m. – 4:30 p.m. with an hour unpaid lunch

Tioga County is an Equal Opportunity Employer.

Deadline for applications is May 13, 2022 or until position is filled.