

JOB POSTING

Administrative Assistant

Tioga County has an upcoming full-time vacancy for an Administrative Assistant in the Conservation District Office. The Administrative Assistant will provide administrative and staff support to the general organizational operations. Working under the direct supervision of the District Manager, this position provides all necessary organizational support and is responsible for a wide variety of tasks including accounting, grant tracking, record keeping, fieldwork support, and social media public relations. A complete job description can be obtained by contacting Human Resources at 570-723-8204.

Please submit a completed application to the Human Resources office at 118 Main Street, Wellsboro, PA 16901 or by scanning and emailing to mcarl@tiogacountypa.us. Applications can be found on the County website www.tiogacountypa.us on the right side of screen under the printable forms section or in person at Tioga County Courthouse.

MINIMUM REQUIREMENTS

- Requires the ability to communicate professionally, in person and on the telephone.
- Requires the ability to prepare and maintain accurate records.
- Requires basic accounting skills and ability to maintain financial records. Quickbooks knowledge preferred.
- 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 basic computer skills.
- Unique position – will be mainly administrative, but also the potential for helping out with field work with the fellow technicians
- Must be able to pass the PA Child Abuse History Clearance (Act 151), PA State Police Criminal Background Check, and Fingerprinting immediately upon hiring and every 4 years.
- Must have a valid driver's license.

STARTING RATE: \$12.25/hour

HOURS OF WORK: Monday through Friday 8:00 a.m. – 4:30 p.m.

Job posting from 3/31/2022 to 4/15/2022

Tioga County is an Equal Opportunity Employer.

