

JOB POSTING

Executive Assistant to the District Attorney

Tioga County currently has a full-time with benefits vacancy for an Executive Assistant to the District Attorney in the District Attorney's office. The position is a non-union position.

To apply for this position please visit our website, www.tiogacountypa.us. Select Human Resources from the department options and then to apply online, select the online application form. If you would rather submit a paper application, they are also available to print from the website or you may pick them up in person at the Courthouse lobby. Please return completed applications to Human Resources at 118 Main Street, Wellsboro, PA 16901. For further information contact the Human Resources office at (570)723-8204.

DESCRIPTION

This is responsible administrative work which involves a wide variety of activities in assisting the District Attorney in the operation of the department. This position is characterized by the sensitivity of matter handled, the exercise of substantial discretion and judgment, heavy emphasis on coordination of staff and outside entities, and follow-up activities. Work may entail supervision of line staff and or student interns within the department. Work is performed with initiative and independent judgment and evaluated solely by the District Attorney for adherence to instructions and to established procedures.

MINIMUM REQUIREMENTS

- Requires the ability to independent decisions in accordance with established policies and procedures.
- Requires the ability to learn and use specialized language, legal terms and technical terms.
- Must have thorough knowledge of criminal justice system including criminal law and procedure.
- Must be able to exhibit skill in effective verbal and written communication.

EDUCATION AND / OR EXPERIENCE

Graduation from an accredited paralegal program including or supplemented by secretarial and business courses; considerable experience in a law office, or any logical combination of education and experience.

STARTING RATE: To Be Determined by Salary Board

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

Posting dates: January 3, 2024 – January 17, 2024

Tioga County is an Equal Opportunity Employer.