

Tioga County Probation Department
1 POSITION: Judicial Line Staff

SALARY: To be determined by the Salary Board pursuant to Collective Bargaining Agreement (\$14.08 per hour with an increase of \$1.00 per hour at the completion of training)

POSITION:

This position includes varied clerical, technical and/or bookkeeping work for the Tioga County Probation Department, involving the exercise of independence in the conduct of standard duties. Positions in this class require expertise in the operation of several office machines, automated systems and some complex procedures. Work involves substantial public contact, moderate to heavy volume of duties in specialized areas such as receptionist duties, scheduling, case processing and/or independent work involving bookkeeping procedures.

MINIMUM REQUIREMENTS:

Graduation from high school or possession of GED including or supplemented by courses on business subjects and secretarial courses; experience in varied clerical, secretarial or bookkeeping work; or any equivalent combination of education and experience that provides the necessary knowledge, abilities and skills.

Employment applications and job descriptions may be picked up at the Tioga County Probation Department at 118 Main Street, Wellsboro, PA.

The Tioga County Probation Department is an equal opportunity employer.

Date closed: September 25, 2024

Job Type: Full-time

Benefits:

- Bereavement leave
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance
- Wellness program