

JOB POSTING

TIOGA COUNTY PLANNING CLERK

Tioga County has vacancy for a Planning Clerk. The right candidate will be a team player and have the ability to learn quickly and be self-motivated. The Planning Department is a multi-faceted office. The job requires the ability to work independently and as a team player.

This is a full-time hourly with benefits position. The hours are Monday – Friday 8:00 AM – 4:30 PM. Benefits include 12 paid holidays, vacation, sick, and personal days, as well as health, dental, and vision insurance and a pension.

Applications can be found on Tioga County's website www.tiogacountypa.us, under “Printable Forms”. You may also apply on our website, under “Employment Opportunities.” Application deadline is November 6, 2026. For more information, please contact the Human Resources office at 570-723-8205.

Attached is the more detailed explanation of what the position entails.

Planning Clerk

Description

Under the direction of the County Planning Director, the Planning Clerk performs duties of a clerical nature, answering phones, providing customer service, and filing.

Specific Responsibilities include but are not limited to the following:

- Answer incoming phone calls and take messages as appropriate
- Coordinate schedules of department personnel
- Digitize files
- Typing various letters, memos, meeting agendas, meeting minutes, and other correspondence as needed
- Filing of planning documents
- Public engagement during office hours
- Responsible for all other duties as assigned by immediate supervisor

Essential Functions include but are not limited to the following:

- Filing and recording of records
- Good written and oral communication skills
- Knowledge of office related equipment
- Knowledge of computers and basic software applications (Microsoft Word, Office 365, Excel, and Microsoft Outlook)
- Ability to work independently as well as with others