

Board of Commissioners

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Commissioner



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(800) 509-6697
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CLINTON COUNTY COMMISSIONERS

JOB POSTING

November 15, 2017

ALL EMPLOYEES WISHING TO BE CONSIDERED FOR THIS POSITION

MUST SUBMIT APPLICATION BY: November 29, 2017

POSITION TITLE: Full time Administrative Assistant

SUPERVISOR: District Attorney, David Strouse

LOCATION: 217 N. Jay St. Lock Haven, Pa 17745

QUALIFICATIONS: High school diploma/GED or higher. Previous experience and/or training; or equivalent combination of education, training, and experience in the legal field is a plus. Must have a valid Pennsylvania driver's license, satisfactory pre-employment drug screening and background check, and completion of a computer skills test.

SALARY: \$25,795.00 (Grade D)

Please direct all resumes and applications to District Attorney David Strouse, at 217 N. Jay St. Lock Haven, PA 17745. Applications and job descriptions are available in the Commissioners' Office and on the County's website at www.clintoncountypa.com.

*CLINTON COUNTY COMMISSIONERS
232 EAST MAIN STREET, GARDEN BLDG., 3RD FLOOR
LOCK HAVEN, PENNSYLVANIA 17745*